

THE LIFCO'S  
**LITTLE  
BOOK OF  
LETTERS**





8995

# THE LIFCO'S LITTLE BOOK OF LETTERS

A SMALLER EDITION OF "THE LIFCO'S BIG LETTER-WRITER"]

CONTAINS 734 TOPICS

FOR USE IN EVERY HOME AND OFFICE  
BUT MAINLY INTENDED FOR USE IN INDIAN SCHOOLS  
TO HELP THE STUDENTS BECOME SUCCESSFUL CITIZENS



To  
R. J. Eapen.  
1st. Prize for English  
V Form. 1-9. St  
De Britto High School  
Devakottai.

ROJA. MUTHIAH  
ARTIST  
KOTTAIYUR P.O.  
RAMNAD DIST.

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## PUBLISHERS' NOTE

"GO FORTH, MY LITTLE BOOK! PURSUE THY WAY;  
GO FORTH, AND PLEASE THE GENTLE AND THE GOOD."

— WORDSWORTH.

WE have great pleasure in presenting this revised edition of *the LIFCO'S Little Book of Letters*.

Letter-writing is a fine art and the greater the practice in it, the greater the perfection. In the modern work-a-day world, numerous situations arise which call forth one's best powers of the art of writing and instances are not wanting of how one often feels bewildered. All such occasions have been imagined and years of patient study of the needs of persons of all ages have resulted in the production of this book of letters.

Do you want to write a letter to any of your relatives? Do you wish to correspond with your friends? Do you intend applying for a post? Do you want to write business letters? Are you at a loss how to write letters on the subject of marriage? Do you feel that you cannot express yourself freely and fully when you are unfortunately forced to write a letter of condolence? Do you not wish to send your greetings on some happy occasion or express your gratitude for some favour received? Sometimes you want to give advice, enter into a contract, or execute a bond.

You will always find it worth your while to look into this book whenever you have a letter-writing problem; no pains have been spared to make this book really useful to the students.

We hope that the readers will extend to it the same amount of patronage as they have bestowed on its earlier editions.

Suggestions for improvement will be thankfully received.

"Bhurangam Buildings",  
T. Nagar, Madras-17,  
February 8, 1956.



THE LITTLE FLOWER CO.,  
Publishers.



# ACKNOWLEDGMENTS

THIS book of Letters contains some of the most famous letters which every educated young reader should acquaint himself with. It is the outcome of patient research and of the help rendered by numerous firms and individuals by permitting the inclusion of copyright pieces.

Messrs. Pearn, Pollinger and Higham Ltd. and Lady Cynthia Asquith, London have obliged us promptly and willingly. Besides these, many others also have helped us in the same way.

Every endeavour has been made to trace the owners of copyright, to get their kind permission and to acknowledge it in appropriate places. In spite of our best efforts some owners of copyright remain untraceable, and we beg to tender our apologies to anyone the acknowledgment of whose rights might have been unwittingly overlooked. We request that the sole motive underlying the process of selection, viz., a spirit of service to the student population may kindly be kept in view in judging whether a particular copyright has been infringed.

We are also very grateful to Prof. M. K. Shanmugham, M.A., L.T., Principal, Sir Theagaraya College, Madras-21, Sri V. S. Krishnaswamy Iyengar, B.A., L.T., Retired Headmaster, Sri D. Tiruvenkatachariar, B.A., L.T., St. Joseph's High School, Cuddalore, and several other learned teachers for their valuable contributions.

A voracious reader, the late Sri S. Sundara Achariar, a revered friend of ours, was compiling several model letters from the books he read and, during his last moments, he expressly wished that they be made an absolute gift to our firm and that they should go into this Book of Letters. Some of these letters have been included in this book, in accordance with his desire.

Our debt to the many scholars and critics who have helped us with suggestions for making the book really useful is, indeed, very great.

THE LITTLE FLOWER CO.,  
*Publishers.*

## OUR GRATITUDE

This entire book is printed on D/Crn. 24 lbs. White Printing Paper manufactured by the *Sirpur Paper Mills Ltd.*, and supplied by their agents, *The Premier Suppliers Ltd.* (Phone : 3151), 9, Stringers St., G. T., Madras-1. We are grateful to them for their prompt supply.



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# THE LIFCO'S LITTLE BOOK OF LETTERS

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“The art of Letter-writing is no mere ornamental accomplishment, but something that every educated person must acquire for practical reasons.” — WREN & MARTIN.

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## 1. INTRODUCTION

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### I. CLASSES OF LETTERS

Letters may roughly be divided into *four* classes. They are :

1. Private ;
2. Business ;
3. Official ; *and*
4. Public Letters.

1. **Private Letters** are those that pass between relations, friends or similar persons, or those that relate to personal matters between the writer and the addressee. These may again be subdivided into *four* more or less distinct classes, *viz.*,

(i) **Narrative Letters**, which deal with the narration of events,

(ii) **Descriptive Letters**, which describe movements, places, monuments, historic relics, etc., to personal friends and others ;

---

A BIRD IN THE HAND IS WORTH TWO IN THE BUSH



- (iii) **Domestic Letters**, primarily concerned with the exchange of news among friends and relatives ; and
- (iv) **Letters of Invitation**, which extend invitation to friends or relatives to attend a marriage or any other function or to partake of a dinner, etc. Letters accepting or refusing the invitations come under this head.

2. **Business Letters** deal with trade and commercial transactions and are written while ordering for goods or seeking information about or acknowledging receipt of articles, and, in general, relating to the appropriate nature of the business or commercial interest concerned.

3. **Official Letters** are those written *to* and *by* officials of Government and similar public bodies. Letters of complaint and information to officials, applications for posts, and other similar letters come under this category.

4. **Public Letters** are generally those that do not come under any of the above three heads. *Memorials*, *Letters to Editors of Newspapers* and *Welcome* and *Farewell Addresses* may be classified under this head. There is, however, bound to be some overlapping, in practice, between the two categories of public and official letters.

## II. PARTS OF A LETTER

A letter usually consists of *six* parts :

1. *The Heading* or *The Writer's Address and Date* ;
2. *The Courteous Greeting* or *The Salutation* ;
3. *The Message* or *The Body* ;
4. *The Subscription* or *The Close* or *The Courteous Leave-taking* ;
5. *The Signature* or *The name of the Writer* ; and
6. *The Superscription* or *The Address of the Recipient* (on the envelope, or at the foot of the letter a little to the left, or at both the places).

→ See the next page for an illustration of, and the pages after next, for a discussion about, the different parts of a letter indicated above.



## ILLUSTRATION

This specimen letter is given here to indicate the various parts of a Letter and to illustrate the use of the punctuation marks.

**THE HEADING** ← { 12, Main Road,  
GUNTUR,  
21st May, 1954. } → 1

Dear Sir, → **THE COURTEOUS GREETING**

I shall be glad if you will, at your convenience, grant me an interview.

As you will remember, my son, Chi. K. Kotiswara Rao, who was a pupil in the Sixth Form C Section of your School, last year, has passed the S. S. L. C. Public Examination. I wish to consult you on his future career.

Indeed, you know more about his capabilities than I do, and I should be grateful for your advice.

**THE SUBSCRIPTION** ← { I am,  
Yours truly, } → 4

**THE SIGNATURE** ← R. Kameswara Rao. → 5

{ To  
The Headmaster,  
The Mission  
High School,  
GUNTUR. } → **THE  
SUPERSSCRIPTION**

↑  
**THE MESSAGE**  
↓



## 1. THE HEADING

*The Heading or The Writer's Address and Date* is usually written at the right-hand top corner of the letter, thus :

15, Lal Begum Street,  
TENALI,  
28th February, 1955.

[Take care to put a comma after "Street" and another comma after the name of the town or village.]

While writing *applications* and *official letters*, the address or designation of the writer is written first, e.g.,

From

S. Ramachandran, B.A.,  
42, Perumal Koil Street,  
TIRUVADI.

To

\* \* \*

From

The Superintendent,  
Government Hospital,  
TANJORE.

To

\* \* \*

NOTE: In *Official Letters*, the place and date may be written at the left-hand bottom of the letter thus :

TENALI,  
28th February, 1954.

In any case, remember that the *place and date* should be put down only *once*. That is to say, it is *not* conventional to write the date and place both at the top and at the bottom in *official letters*. This remark applies equally to *public letters* since these are *semi-official*.



## 2. THE COURTEOUS GREETING

*The Courteous Greeting or the Salutation* is the formal way of beginning a letter. It is generally written on the left-hand side, shown below :

15, Lal Begum Street,  
TENALI,  
28th<sup>2</sup> February, 1954.

↓  
Sir,

1. **Private Letters** : The form of salutation varies with the intimacy of the writer with the person addressed. Therefore, we should take care to use that form of address which is suitable to the addressee. Some of the important forms are given below :

(a) *Close relatives and very intimate friends* are addressed as :—

*My dear Father,*                      *My dear Rama,*  
*My dear Cousin,*                      *My dear Subbiah, etc.*

In the case of a relative the proper relationship is to be expressed. In the case of a friend the name is to be mentioned.

(b) *A less familiar friend* is saluted thus :—

*My dear Mr. Krishnan,*  
*My dear Mr. Paul,*

(c) *Still less familiar friends* are greeted thus :—

*Dear Mr. Ramachandran,*  
*Dear Mr. Abdul Gaffur,*

(d) A stranger is addressed thus :—

*Sir,*                                      *Madam,*

(e) The addressee who is **not** quite a stranger may be saluted thus :—

*Dear Sir,*



2. **Business Letters**: It is conventional to begin business letters with: *Dear Sirs*, or *Gentlemen*,.

NOTE: If you address the letter: "*To The Little Flower Co.*", begin the letter with: *Dear Sirs*, or *Gentlemen*,. If, however, you address it thus: "*To The Manager, The Little Flower Co.*" begin the letter as: *Dear Sir*,.

3. **Official Letters** and 4. **Public Letters**: In Official Letters the salutation is *Sir*, and in Public Letters, it is *Sir*, or *Dear Sir*,.

NOTE: *Respected Sir*, *Honoured Sir*, '*Beloved Sir*,' etc. are fast going out of fashion. But such strong forms may be used now and then if the occasion should specially demand it. For example, students or officers, when they present a farewell address to a retiring Professor or Officer, are justified in using them for indicating their affection or respect.

Do not address any person in a letter as *Your Honour*,. This is quite out of place. Also put a comma and not an interjection (!) after the salutation.

In addressing a person avoid exaggerated expressions as, *My beloved friend*, *Friend of my heart*,.

### 3. THE MESSAGE

*The Message* or *the Body of The Letter* refers to the subject-matter of the letter. If you bear in mind the following hints, it will make your letter quite good and complete:—

- (a) Begin the first sentence of the narration *a little* to the right and *about half an inch* below the salutation;
- (b) Think out what you want to say *before* you begin to write and make the message complete, *i.e.*, avoid *postscripts* at the end;
- (c) *Divide* the body of the letter into *paragraphs*;
- (d) Use *simple and direct* language;
- (e) Write *legibly*; and
- (f) *Punctuate properly*.

According to the great poet, *Robert Southey*, "Letters often tell more of the character of the man they are to be read by, than of him who writes them" and so it is very important to remember the age, the taste and style of living, the status and



temperament of the persons to whom your letters are addressed as it will help you to model your letters suitably. For instance, to an old lady, with what one may call now "old-fashioned" views, do not write pages describing a theatrical performance though she may be a very close relative of yours; nor should you write to her your own views on the evolution of women! But, write as brightly and originally as possible of things that you know will probably interest the recipient; *show him or her some respect and consideration.*

The greatest writers in the English language have rightly recognized the claims of letter-writing. The status of "Personal or Private Letters" has considerably been raised by Goldsmith, Dr. Johnson, Lord Chesterfield, Cowper, Walpole, Burke and most of the modern celebrities like Shaw and Chesterton.

The manner of writing varies with the different classes of letters:

1. **Private Letters:** Letters relating to personal affairs should be written in a simple, familiar style. They should have the ease and flow of conversational expressions. The use of slang words, contractions and archaic expressions should be avoided. Private letters should be interesting and informal. They should be conspicuous by the absence of the formality and brevity of a business letter and the excessive politeness and restraint of an official letter. The style itself should be adapted to the addressee. Write in a familiar style to intimate friends and close relatives, and in a more formal and distant style to strangers.

*Rabindranath Tagore's 'Letters From Abroad', Jawaharlal Nehru's 'Letters to His Daughter' and 'Letters of The Rt. Hon. V. S. S. Sastri to his Daughter' are good examples of Personal and Private Letters.*

**Letters of Invitation** are generally written to relatives, friends and acquaintances. Such letters are generally written in the third person. Replies to invitation letters are also written in the third person. It should, however, be pointed out here that *most people to-day refuse to adopt the stereotyped forms of invitation and have begun to draft their invitations in scores of informal ways.*



2. **Business Letters** should be very formal, brief and to the point. In addition to this, they should clearly convey what exactly is in the writer's mind. A business letter should be very courteous. Introduce the main topic even at the beginning. Do not add any unnecessary details. If there be any reference number, invariably quote it in your letter.

3. **Official Letters** are marked by politeness and restraint. There is no place in them for the expression of any personal opinion of the writer.

Applications for appointment should be worded in a courteous manner, so as produce a good impression on the mind of the person who reads it. Hence they should be simple, respectful, brief and to the point. They should not be written in a language which displays the servility of the applicant. Their tone should be healthy. Particulars about the applicant which are necessary or are called for should be furnished in the application. The educational and technical qualifications of the applicant together with his special aptitudes for the post desired, if any, should be mentioned. In short, it must contain all the necessary information, which an employer would like to have. Testimonials, if asked for, should accompany the application and, in case the originals are not submitted, their copies may be enclosed, each marked as 'true copy', with the applicant's signature below it and duly attested by a responsible person, if possible.

Do not give personal details regarding poverty nor should you make appeals to the benevolence of the employer. They only betray the weakness and servility of the applicant, and produce a wrong impression.

4. **Public Letters** written to Editors of Newspapers for publication must have something of interest to the general readers or must espouse a public cause and not advocate petty or private interests. The style of such letters must be dignified.

#### 4. THE SUBSCRIPTION

*The Subscription or the Close or The Courteous Leave-taking* immediately follows the body of the letter. It is written on the right-hand side thus :

*Yours faithfully,  
S. Rajagopal.*



There are different forms of *subscription*, varying with the intimacy of the parties. They are as follows :—

- |  |  |
|--|--|
| (1) To <i>close</i> relatives and <i>very intimate</i> friends : | (1) <i>Your affectionate son</i> (or <i>daughter</i> or <i>nephew</i> ),             |
|  | (2) <i>Yours affectionately</i> ,  |
|  | (3) <i>Your most affectionate friend</i> ,   |
|  | (4) <i>Your loving son</i> ,   |
|  | (5) <i>Your sincere well-wisher</i> ,  |
| (2) To <i>less intimate</i> friends :                            | (1) <i>Your sincere friend</i> ,   |
|  | (2) <i>Yours sincerely</i> ,   |
|  | (3) <i>Sincerely yours</i> ,   |
| (3) To strangers and firms :                                     | (1) <i>Yours truly</i> ,   |
|  | (2) <i>Yours faithfully</i> ,  |
| (4) To Superiors :   | (1) <i>Yours obediently</i> ,  |
|  | (2) <i>Yours respectfully</i> ,  |
| (5) In official letters, applications, etc.                      | (1) <i>I am,</i><br><i>Sir,</i><br><i>Your obedient servant</i> ,                    |
|  | (2) <i>I am,</i><br><i>Sir,</i><br><i>Yours obediently</i> ,                         |
|  | (3) <i>I have the honour to be,</i><br><i>Sir,</i><br><i>Your obedient servant</i> , |

In applications and official letters, people usually write :

*I beg to remain,*  
*Sir,*

*Your most obedient servant*,

But the usual healthy form is as stated in Ex. (5) (1) or (2) above.

The Government have notified that it is unnecessary to use subscriptions such as *Yours obediently*, *Your obedient servant*, etc. and that *Yours faithfully*, is the form to be used.



## 5. THE SIGNATURE

*The Signature or the Name of the Writer* should come below the subscription, and a little to the right, in this manner :

*Yours sincerely,*  
*T. K. Ramanujam.*

While writing letters to strangers, the *name of the writer* should be written in *block letters* just below the signature if the signature is not legible. A lady should prefix to her name, *Miss* or *Mrs.* in brackets, thus :

*Yours truly,*  
*(Miss) R. Kamala.*

## 6. THE SUPERSSCRIPTION

*The Superscription or the address of the Recipient* of the letter should be written on the body of the letter in the appropriate place, e.g., at the *end* if it is a private letter, and at the *top* if it is an official or business letter.

The above should also be written on the envelope carefully, and neatly spaced, in the following manner :

†

POSTAGE  
STAMP

*Sri K. CHANDER,*

*15, Brindaban Road,*

*\* VIJAYAWADA. (Krishna Dt.)*

NOTE : (1) † If the letter is "Personal", or should be redirected to the addressee or should await his arrival at this address, write on the left hand top corner thus : "Personal" or "To be redirected" or "To await arrival".

(2) \* Never should you abbreviate the name of the town.

A FLOW OF WORDS IS NO PROOF OF WISDOM



## THE ENVELOPE

Suppose you receive by post an envelope from a friend and find difficulty in removing the letter inside, because it is sticking to the inner sides of the cover. What will be your feelings? You must imagine such a situation whenever you fold an envelope. Postal stamps and envelopes are adequately gummed. But if you use your own envelope, see that too much gum is not used, for they spoil the neatness of the message you intend to convey. Secondly, do not use too small an envelope. Choose the correct size. Fortunately, you can find in the market the correct size of both the letter-pad and the envelopes to match. Thirdly, fold the letter-paper to fit in the envelope *almost* exactly.

## 2. PRIVATE LETTERS

### INTRODUCTORY

Every Private Letter should have *six* distinct parts as mentioned earlier. But, it has become the fashion nowadays to begin and end such letters abruptly as shown below :

*Kittu,*

Ramu and I are descending on you by Tuesday noon train. Be prepared with sufficient hot stuff for us to bite !

*MADRAS, Sunday, 15/9.*

*Gopu.*

Here you feel that the writer is speaking to you rather than writing to you. From this it is clear that the aim in a personal letter is to convey, in a homely way, as if conversing directly or speaking over the phone so that the reader may visualise the form and sense and the very voice and intonation of the writer ! In other words, of all the qualities that we expect in a really personal letter, the most important are "naturalness of expression and sincerity of thought".

A FOOL DEMANDS MUCH ; BUT HE'S A GREATER THAT GIVES IT



The following caution is, however, worth remembering :

“A personal letter written for examination purposes, however, should not contain colloquialisms and the many slipshod expressions current in everyday speech, for it is intended to test the candidate's ability to write correct English of good style.” — PINK & THOMAS.

## SOME MODEL LETTERS

### 1. A NARRATIVE LETTER

#### 1. To a friend about a striking example of presence of mind

“*Model Cottage*”,  
COONOOR R.S.,  
17th June, 1954.

*My dear Ramachander,*

We are enjoying the cool climate of the Hills, while you are being fried in Madras. My object in writing this letter is not to make you envy us, but to describe a very interesting and exciting experience we had last Saturday at the Tiger Hill.

A party of half a dozen young men and a few young ladies went out to the Tiger Hill to enjoy a picnic there as it is a favourite spot for such outings. It is a delightful spot by the side of a rill. We were in the middle of our tea enjoying and discussing the several items of menu, when a cheetah suddenly made its appearance. All of us were frightened, although one or two brave fellows said later that they ran out to find a stick !

But one of the girls who had an umbrella with red and yellow stripes, suddenly opened it in the face of the beast, who thereupon, made off as suddenly as he came. We admired the pluck of the young girl and voted a medal for her presence of mind.

*Yours sincerely,*  
*R. Krishnamurti.*

*To*  
*Sri N. Ramachander,*  
*‘Ramakoti’,*  
*The Luz,*  
*Mylapore, MADRAS-4.*

A FOOL MAY ASK MORE QUESTIONS IN ONE HOUR THAN A WISE MAN  
CAN ANSWER IN SEVEN YEARS



## 2. A DESCRIPTIVE LETTER

## 2. To a friend describing a visit to an ancient building

*" Sakur House ",  
CRANGANOUR,  
17th February, 1954.*

*My dear Sankar,*

During the recent Christmas Holidays, I toured the southern districts. I halted at Tanjore for three days, and visited some spots of historic interest in that ancient town.

The royal palace at Tanjore impressed me most because of its antiquity and the light it throws upon the life of the Mah-ratta Kings who ruled there. Occupying an area of moderate dimensions, it presents a very firm and solid structure. No wonder then that it has survived ages of decay and deterioration. The palace stands within the fort, which is surrounded by strong ramparts around which, on the outside, is a moat, broad and deep enough to prevent anybody from crossing it. Inside the palace, there are many beautiful halls, council chambers, darbar halls, gymnasiums, and labyrinthine passages, which were the common features of palaces of olden days, besides a large garden.

The palace, as it now is, is much bereft of its beauty. There is no royal resident to adorn it. Moreover all the costly and artistic furniture, ornaments, etc. of the palace have been removed. However, even in its fallen state, it testifies to the past glory, opulence and wealth of the mighty Mahratta rulers.

I was struck by a labyrinthine dark passage, through which I threaded my way. I am told that it leads to an underground passage, which the king used in times of danger, as a means of escape. There is also a small, and once beautiful but now dilapidated tank in the centre of the palace. And the rumour goes, that the kings used to take their baths in the pretty tank with the members of the zenana. Do you not like to visit such places of historic interest ?

*Yours sincerely,  
R. Sivan.*

*To  
Sri K. Sankarankutti,  
Melapalayam,  
PEELAMEDU.*



## 3. A DOMESTIC LETTER

## 3. Son's Letter to his father about an accident

19, Havelock Ward,  
P.T., MADRAS-3,  
6th May, 1954.

*My dear father,*

Yesterday I had a bad fall from the first floor and broke my knee joint. I have been admitted as an in-patient in the General Hospital.

You need not feel alarmed or anxious. The doctors say that the injuries are not serious and that I shall be discharged in a day or two.

Hoping you are all in good health,

*I am,  
Your affectionate son,  
S. Varadachari.*

*To  
Sri S. Tatachariar,  
114, Kamatchi Josier Street,  
KUMBAKONAM.*

## 4. LETTERS OF INVITATION

## I. TO TEA

## 4. The Invitation

*"The Gokul",  
MYLAPORE.*

*Dear Mrs. Mohan,*

I shall be very pleased if you can come to tea with me on Friday, at 4 P.M. Just a few friends.

*Dec. 4, 1954.*

*Yours sincerely,  
(Mrs.) Gopal.*



## 5. Acceptance

*"The Rock Hill",  
ADYAR.*

*Dear Mrs. Gopal,*

Thank you very much for your kind invitation. I shall surely go to your place and have tea with you on Friday next.

*Yours very sincerely,  
(Mrs.) Mohan.*

*Dec. 4, 1954.*

## 6. Refusal

*"The Rock Hill",  
ADYAR.*

*Dear Mrs. Gopal,*

I am so sorry I am unable to go to your place for tea with you on Friday. I have already promised to visit a friend in the General Hospital that afternoon and I am afraid I may not be able to get home until 5 p.m. or after.

Thanking you for your kind invitation,

*I am,  
Yours very sincerely,  
(Mrs.) Mohan.*

*Dec. 4, 1954.*

## II. A MUSICAL EVENING

### 7. The Invitation

*"Silver Oaks",  
YERCAUD.*

*Dear Kittu,*

I shall be very pleased if Mrs. Kittu and you can go here on Friday afternoon ; let us spend a musical evening. I have secured Master Mahalingam for a flute performance, and knowing what flute-lovers you are, I feel sure, you will enjoy listening to the boy.

*Yours sincerely,  
Gopi.*

*March 15, 1954.*



## 8. Acceptance

*"Dwaraka",  
SALEM.*

*Dear Gopi,*

Mrs. Kittu and I are grateful to you for your invitation of the 15th. It will be a great treat to us, as we are both so fond of flute. We will surely be there on Friday.

*Yours sincerely,*

*March 16, 1954.*

*Kittu.*

## 9. Refusal

*"Dwaraka",  
SALEM.*

*Dear Gopi,*

Mrs. Kittu and I are very grateful to you for your kind invitation for Friday. We have already promised to dine with our uncle Samu on that evening ; otherwise, we should have been delighted to accept your invitation. We have been waiting to hear Master Mahalingam's flute for a long time, and are very sorry to have to miss this opportunity.

With kindest regards,

*I am,*

*Yours very sincerely,*

*March 16, 1954.*

*Kittu.*

### III. INVITATIONS OF THE ' FORMAL ' TYPE

## 10. Acceptance of Invitation to Wedding

Mr. and Mrs. Bower thank Mr. and Mrs. Cowper for their kind invitation to the marriage of their daughter on Wednesday, January 5th, at 2-30 P.M. and afterwards to the reception at 82, Lane Square, and accept it with great pleasure.



**11. A Wedding**

**Mrs. & Mr. R. NATARAJAN, M.A., B.L.,**  
Advocate, TANJORE

*present their best compliments and request the pleasure  
of your company with family and friends on the  
occasion of the marriage of their daughter*

**Sow. KAMALA**

*with*

**CHI. K. RAMAN, B.Sc.,**  
Radio Operator, Hindusthan Aircraft Ltd., Bangalore  
(Son of Sri C. V. Kannan Iyer, Supervisor, Highways,  
**KANCHEEPURAM**)

*on Sunday, the 28th May, 1950, at the residence of  
Dewan Peshkar A. Ramakrishna Aiyer,  
1851, Ambalpuram, TANJORE.*

Muhurtham : Mithuna Lagnam

6-48 to 8-54 A.M.

Reception :

4-30 P.M.

*With the best compliments of :—*

V. Raghava Ayyar, B.A., M.L., Advocate, KUMBAKONAM.

**12. Formal Invitation to a Wedding**

**Mr. and Mrs. COWPER**

*request the pleasure of the company of*

*.....  
on the occasion of the marriage of  
their daughter*

**DELIA JOSEPHINE**

*to*

**DAVID WHITESTONE**

*at Holy Trinity Church at Amberpur on Wednesday,  
January 5th, at 2-30 P.M. and afterwards at  
82, Lane Square, AMBERPUR.*

**R.S.V.P.**

NOTE: 1. R. S. V. P. is the contraction of the French phrase, *Repondez, s'il vous plait*. It means, 'Reply, if you please'. It is courtesy to answer invitations with R. S. V. P. whether one is pleased to accept or not. Generally replies are to be sent within twenty-four hours to such invitations.

2. Replies to invitations in the third person are generally answered in the third person, whether accepted or declined.

A GIFT WITH KIND COUNTENANCE IS A DOUBLE GIFT



### 13. A Wedding & Upanayanam

**V. V. RAMA IYER**  
(ARAYAPURAM)

*requests the pleasure of the company of*

*Sri.....*

*with family and friends*

*on the occasion of the marriage of his daughter*

**Sow. RUKMINI**

*with*

**CHI. PATTABHIRAMAN**

(Son of Sri K. V. Ramaswami Iyer of Umayalpuram and  
adopted by Ganapathi Iyer of Kapisthalam)

**AND THE**

*Upanayanam of his brother's son and grandson*

**CHI. GURUMURTHI and CHI. NAGARAJAN**

*on Sunday, the 29th January, 1950, at his residence  
at Arayapuram.*

*With the best compliments of :—*

V. Ramana Iyer of Siddamalli.

S. Ramamurthy of Arayapuram.

V. Rajagopalan of Govt. College, Kumbakonam.

#### **PROGRAMME**

29—1—1950

Muhurtham — Vrishaba Lagnam : 1 to 3 P.M.

Reception and Music : 6 P.M.

Procession : 10-30 P.M.

A GOD ALONE CAN COMPREHEND A GOD



## 14. An Annual Day

The President and the Members of  
*SRI KRISHNA BOY SCOUT GROUP COMMITTEE*

request the honour of your presence  
with family and friends  
at the

### TWENTY-FIRST ANNUAL DAY

on Sunday, the 5th March, 1950, at 4 P.M.  
at Wenlock Park, Marina, Triplicane.

The Hon'ble Mr. J. L. P. ROCHE VICTORIA  
(MINISTER FOR FOOD)

has kindly consented to preside and distribute the  
Trophies & Prizes.

Garden Games for Visitors between 4 & 5 P.M.

You are invited to participate in these games.

*K. P. Sarvothama Rao,*  
President.

*M. D. Janardhan,*  
Secretary & Group Scoutmaster.

### PROGRAMME

1. Garden Games (For Visitors).
2. Sports for Gents, Ladies and Children.
3. Fancy Dress Competitions (For Cubs and Scouts).
4. Prize Distribution.
5. Presentation of Report.
6. President's Remarks.
7. Variety Entertainment.
8. Vote of Thanks.

## 15. Bhajana Sangham

Lady Sivaswami Ayyar Girls' High School,  
Mylapore.

1st April, 1952.

Sir,

Sri Rama Navami Mahotsavam will be celebrated in due form and solemnity at 4-30 P.M. on Thursday, the third instant, in the School Prayer Hall.

After Puja, Bhajana, Stotra recitals and Parayanam, Kavya Prasanga Ratnakara Sri T. S. Kannabiran Pillai will give a discourse on 'Rama Avatar'.

We cordially invite you to share with us the Lord's blessings.

*Yours in Service,*

*V. Meenakshi, M.A., L.T.,*

*S. Chellam, M.A., L.T.,*  
*President.*

*R. Saraswathi Bai,*  
*Secretaries.*

## 16. Inauguration of Rural Library Service

The Chairman and the Members of  
THE LOCAL LIBRARY AUTHORITY, CHINGLEPUT  
request the pleasure of your company on the occasion  
of the Inauguration of  
RURAL LIBRARY SERVICE IN THE DISTRICT  
by

Shri SRI PRAKASA  
(GOVERNOR OF MADRAS)

at Vasantha Mandapam, Poonamallee,  
on Sunday the 14th August, 1955, at 5-30 p.m.

*T. Purushothaman, M.L.C.,*  
*Chairman.*

*J. A. Rayan,*  
*Dt. Educational Officer & Secretary.*



### 3. BUSINESS LETTERS

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#### INTRODUCTORY

In the words of J. E. Mason : “ The gentleman who receives your letter ordering so many yards of material can hardly be expected to be interested in an account of how you propose to spend your summer holidays”.

Another author writes thus : “ Make your business letters brief. Businessmen do not have time to read pages full of long and winding sentences. Come to the point at once.”

M. A. Pink, an experienced author in “ Grammar, Composition and Correspondence”, says : “ Few things can do as much harm to the reputation of a business as badly-worded and ungrammatical communications to its customers ; so easily is an impression conveyed of slipshod methods and of inefficient organisation.”

A very careful, courteous and *prompt* handling of correspondence is essential if a business should succeed ; and a good style adds very much to the dignity of your letter. There is no short cut to acquiring the ability to write charmingly. First read and absorb the works of such masters as “ Emerson, Burke and, to come a little more up to date, Winston Churchill who is acknowledged to be one of the finest writers in English.” Study also the “ leaders ” in many of our reputed Dailies and Weeklies.

More than mastering a good style, you must have “ imagination”. Put yourself in the position of the person who receives your letter ; “ make sure your letter is clear and is courteous” ; do not use sentences that would wound the recipient unless it is your definite purpose to do so — but, many a man has regretted having written such ‘annoying letters’ and, so, think and think many times before you write letters that are likely to “ ruffle the recipients”.

Such letters may result in legal action for “ Libel and defamation of character”. In the course of a business, some situations would indeed arise for writing “ strong letters ” but you should be “ *very careful and safe* ” in what you write as, when you write, *proper evidence of what you write about may not be available.*

For example, suppose you had **orally** ordered for "1,000 Note Books (60 pages) at 2 as. each" and the firm had supplied "1,000 of 40 pages at 2 as. each", you should not rush to writing a stormy letter abusing the firm of dishonesty; there is nothing *on record* to show that you were promised "60 pages" notebooks; it is also possible that the wrong supply was made by oversight; and so, the first letter you write to the firm should be *gentle*; it is better also to mark the letter and its envelope "Confidential" and to address it to the manager by name.

## 17. A 'safe' method

### CONFIDENTIAL

*15, Main Road,  
TINDIVANAM,  
15th May, 1951.*

*Sri R. Selvarangam,  
Manager,  
Messrs. S. R. Mudaliar & Sons,  
Paper Merchants,  
MADRAS-1.*

*Dear Sir,*

Last week your representative called on me and promised to send me "1,000 — 60 pages Note Books at 2 as. each." On delivery, I find all the note books are of "40 pages"; the mistake might have, I presume, occurred due to rush of work at your end.

May I request you to either agree to an exchange for "60 pages" Note Books or to a fair reduction in the price? Otherwise, with your kind permission, I shall return the consignment.

Soliciting the favour of an immediate reply,

*I am,  
Yours faithfully,  
K. Raman.*

NOTE: Mark the envelope also as 'CONFIDENTIAL'.

On the other hand, supposing you write to the firm as in the following letter, you are sure to get into a good deal of trouble :



## 18. Quite an 'unsafe' method

15, Main Road,  
TINDIVANAM,  
15th May, 1951.

Messrs. S. R. Mudaliar & Sons,  
Paper Merchants,  
MADRAS-1.

Dear Sirs,

What a wonderful firm you are! You promise your customers "cheap" prices but, when you actually supply the goods, you try to "plunder" them — *e.g.*, What is the idea of your representative promising to supply "1000 — 60 pages Note Books at 2 as. each" and your now supplying "1000 — 40 pages at 2 as. each"? My head reels at this dishonesty! Make suitable amends at once. I propose to speak about this to my friends so that they may be put on guard in dealing with you.

Yours faithfully,  
K. Raman.

The above letter contains an implicit accusation; it should also be said to be quite dangerous as it is addressed to the firm and is, therefore, likely to be seen by all its members and you have *no proofs* and, so, on receipt of such a letter, if Messrs. S. R. Mudaliar & Sons drag you to court, you will cut a very sorry figure indeed!

So, take care to see that your letters are "safely" worded.

Note also that, *accuracy, brevity, clearness, courtesy* and *speed* are the most essential requisites of a Business Letter.

### HOW TO ADDRESS FIRMS

NOTE: When the commercial firm has an impersonal title, *e.g.*, "*The Punalur Paper Mills Co., Ltd.*", do *NOT* add "*Messrs.*" before the name of the firm. Study the following examples:—

1. *The Punalur Paper Mills Co., Ltd.*
2. *The Mysore Glass Works Co., Ltd.*
3. *The Little Flower Co.*
4. *Messrs. Rama & Co.*
5. *Messrs. T. V. Nana & Sons.*

No.	Addressee	Address	Salutation
1.	A sole trader	<i>Mr. R. Raman, Bookseller, MADRAS-4.</i>	<i>Dear Sir,</i>
2.	Two or more persons trading in their own personal names	<i>Messrs. Raman and Kannan, Electroplaters, MADRAS-7.</i>	<i>Dear Sirs, or Gentlemen,</i>
3.	A partnership	<i>Messrs. Raman &amp; Co., Dye Merchants, MADRAS-3.</i>	<i>Dear Sirs, or Gentlemen,</i>
4.	A joint-stock company	<i>The Bengal Chemicals Ltd., MADRAS-2.</i>	<i>Dear Sirs, or Gentlemen,</i>
5.	A firm composed of ladies	<i>Mmes. or Srimathis, Kamala Bai &amp; Rohini, Jewellers, MADRAS-3.</i>	<i>Ladies,</i>

## 19. A Letter asking for a Catalogue

*24, College Square,  
CALICUT,  
June 4, 1951.*

*Messrs. Jalal & Sons,  
China Bazaar Road,  
MADRAS-1.*

*Dear Sirs,*

Please send me your latest catalogue, as I want to select and purchase a serviceable watch at a moderate price.

*Yours truly,  
Ramesh Bannerjee.*



## 20. Reply to the above

JALAL & SONS,  
*Watch Dealers.*

*China Bazaar Road,  
MADRAS-1,  
June 6, 1951.*

*Sri Ramesh Bannerjee,  
24, College Square,  
CALICUT.*

*Dear Sir,*

We thank you for your kind letter of the 4th instant. In reply we beg to state that our new catalogue is being reprinted and shall be getting it from the printers in about ten days. We shall be glad to send you one as soon as our supply is received.

*Yours faithfully,  
for JALAL & SONS,  
U. Jalal,  
Manager.*

## 21. Complaining about the goods supplied

“CONFIDENTIAL”

*22, Bazaar Road,  
TANJORE,  
16th March, 1951.*

*Sri P. Raghavan,  
Sales Manager,  
The New Cycle Manufacturing Co., Ltd.,  
CHROMEPET, MADRAS.*

*Dear Sir,*

**Regarding the recent supply of  
20 “NECO” Bicycles**

I very much regret to inform you that the Neco Bicycles that you have supplied have proved extremely unsatisfactory. Complaints have come from our customers that the “Neco”

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**A GUILTY CONSCIENCE NEEDS NO ACCUSER**

Cycles do not ride well and that the parts are flimsy ; indeed, they fall considerably below any accepted standard. I may also inform you that the 20 cycles now supplied are far inferior to the first sample machine sent by you. The best thing for me to do now will be to return the 14 cycles still remaining unsold with me. May I return them, please ?

Your early reply will be much appreciated.

*Yours faithfully,*  
*L. Kesavan.*

NOTE : Mark the envelope also 'CONFIDENTIAL'.

## 22. Reply to the above

THE NEW CYCLE MANUFACTURING CO., LTD.

*Chromepet,*  
*MADRAS,*  
*17th March, 1951.*

*Sri L. Kesavan,*  
*Cycle Dealer,*  
*22, Bazaar Road,*  
*TANJORE.*

*Dear Sir,*

With reference to your letter of the 16th instant addressed to our Sri P. Raghavan, Sales Manager, we write to inform you that all our cycles are manufactured to be and, — as far as can be ascertained from our constituents — are, identical in design and performance.

In any case, you have taken delivery and have also sold a few numbers. So, we regret, we cannot accept any returns at this stage nor can we entertain any claim about them.

*Yours faithfully,*

p. p. THE NEW CYCLE MANUFACTURING CO., LTD.,

*P. Raghavan,*  
*Sales Manager.*



## 23. A Letter to an Electric Company

*10, Vellala Street,  
TANJORE,  
December 10, 1951.*

*The Star Electric Supply Co.,  
TANJORE.*

*Dear Sirs,*

We wish to electrify our newly-built house. We propose having ten lightpoints, four wall plugs and one fan point. Kindly send over your representative with a view to discussing the nature and method of connections, the materials to be used and other points connected with the electrification and giving us an estimate of the probable charges.

*Yours faithfully,  
C. T. Chatterjee.*

## 24. Reply to the above

THE STAR ELECTRIC SUPPLY CO.      *20, East Main Street,  
Electrical Dealers and Contractors.      TANJORE,  
December 11, 1951.*

*Sri C. T. Chatterjee,  
10, Vellala Street,  
TANJORE.*

*Dear Sir,*

We thank you for your letter of the 10th instant, and have pleasure in advising you that we have instructed our representative, Sri A. C. Peter to call on you tomorrow at 3 P. M. Please be present to meet him. You can discuss everything with him and he will give you the estimate you require.

*Yours faithfully,  
for THE STAR ELECTRIC SUPPLY CO.,  
A. M. Dalal,  
Manager.*

**25. From a firm about increase in price****THE LEELA OIL CO.****PETROL, K. OIL, ETC. DEALERS.***Our Ref. No.: 4371**15, Mount Road,  
MADRAS-2,  
17th Jan., 1951.**The Manager,  
Sri Krishna Oil Stores,  
VILLUPURAM.**Dear Sir,*

We beg to acknowledge receipt of your letter of the 16th instant regarding the price charged for the lubricating oil which we supplied to you sometime back.

We regret to say that, owing to the heavy freight and other charges now ruling, we have been compelled to make an advance in our prices.

Previous to the war, the freight and other incidental charges were approximately only 2 as. per gallon on the cost of the oil; including recent increases they are now not less than 12 as. a gallon. When you compare these two figures we feel sure that you will agree that the advance in our price is a very moderate one.

Soliciting your connection always,

*We remain, Dear Sir,*

*Yours faithfully,*

for THE LEELA OIL CO.,

*K. Ram Mohan,  
Manager.*



## 4. OFFICIAL LETTERS

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### INTRODUCTORY

Letters seeking a favour, giving a complaint or an information from the public to government officers, their replies to the public, letters from one officer to another — all these come under this category.

Applications for posts are also included in this class of letters.

#### *Letters to and from Government Offices*

A person is sometimes placed in the position where he has to seek the Government's protection when his rights have been interfered with by his fellowmen. Or, he may have to address the Government requesting it to fulfil certain public duties which, the State, as the custodian of public welfare, has undertaken to do.

Every person must therefore acquire a fair legal knowledge of his rights and duties and he will then be able to guard successfully against any encroachment *on his* rights and he will also know his duties *to* others. The knowledge is quite essential if one should be a successful correspondent with the State.

The following hints are to be borne in mind as regards "Official Letters".

1. All communications, *i.e.*, letters, circulars, memos., endorsements, orders, etc., issuing from any department of public service must and will bear a distinct reference number and date, *e.g.*,

LETTER No. R.O.C. 1523-A-1 dated 15-1-1951 ;

LETTER No. T.F/819/B dated 21-5-1951 ;

ENDORSEMENT N. Dis. No. 3345-D-3 dated 4-6-1952 ;

LETTER No. R.A./1-946 dated 9-6-1951 ;

CIRCULAR No. LK.-38 (1)/51 d-26-7-1951 ;

LETTER No. UN. 4/161 dated 7-7-1951 ;

LETTER No. C.R.C. 8487/51/C-4 dated 10-10-1951 ;

MEMO L. Dis. No. 1625-B-2 dated 14-12-1951 ; and so on.

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A LITTLE GIVEN SEASONALLY, EXCELS A GREAT GIFT

Therefore, in our replies to, or references in connection with official communications, we should take care to quote their reference numbers and dates correctly.

2. In letters from an office, the *name and designation* of the writer should be given thus :—

*From*

*K. L. Mehta, Esq., I.A.S.,  
District Collector,  
TANJORE.*

In *memos* and *endorsements*, the writer's *name* is not usually given.

3. But in letters to an officer, his name *should not* be mentioned ; only his official designation should be given :—

*To*

*The Collector of Tanjore,  
TANJORE.*

NOTE : If it is a communication to a private individual who has no official designation, his name should be given.

4. The subject-matter should be stated clearly at the beginning of the letter.

5. In a letter *from* an office, the official designation of the writer should be given below the signature.

6. All enclosures accompanying a letter should be clearly listed just below the writer's signature on the left hand side.

Above all, we should quote here from a great author who said : "If you have any time to spare, don't waste the time of one who hasn't." This is a golden advice and this holds good particularly in regard to Official Letters. An Officer's time is very precious ; it is as good and as sacred as Public Money. So, no officer should waste the priceless treasure of TIME in unnecessary correspondence or in delaying an urgent matter and the public should, in their turn, co-operate with officers by not worrying them with letters in regard to frivolous things or petty points.

At the same time, however, every citizen should know that these are days of democracy and each individual is an uncrowned king of the land and, so, he has every right to be treated properly and fairly ; so, whenever there is a major grievance to be redressed or a legitimate favour to be sought, any one can and should approach the officers concerned through letters.



Such "Official Letters" requesting favours or giving complaints or seeking redress, must be written *clearly, briefly, firmly and courteously*. The letter should contain all the points properly arranged. Normally, a Government department takes some time to reply ; so, one must have *patience*.

The next most important requisite for the person starting an official correspondence is *perseverance*. He should remind the office at regular intervals.

He should also be *firm*.

His letters should not be '*begging*' but should be *elegant and courteous*.

Above all, he should have a good deal of *tact and diplomacy* of a healthy nature to gain his point.

Learn to handle words with skill : make the words work for you and use them well to gaining your point in correspondence. Mistakes in words have lost more than mistakes in action and so, draft your letters in such a way that it will not bring any discredit to your ability and education.

## 26. An Application for a Gun Licence

18, High Road,  
Egmore, MADRAS,  
October 3, 1938.

To  
The Commissioner of Police,  
MADRAS.

Sir,

I am a Mirasdar and in well-to-do circumstances. I pay an income-Tax of Rs. 400 per annum to the Government. A major portion of my immovable property is lying in Anjapet, a remote and out-of-the-way place, and it often happens that I have to spend the night-time there.

I have remitted the necessary fees in the Treasury under the appropriate head. I, therefore, request that I may be permitted to carry a gun with me for purposes of personal safety and that a licence may be ordered to be issued therefor.

I remain,  
Sir,  
Yours faithfully,  
D. ANAND,  
Mirasdar.

**27. A Letter about change of address**

*18, North Main Street,  
VELLORE,  
October 24, 1951.*

*To  
The Postmaster,  
VELLORE.*

*Sir,*

I am shifting my residence from the above place to 17, South Main Street from tomorrow. I request you to note the change in address and arrange to deliver hereafter all letters addressed to me at the new address.

*Yours truly,  
T. Rajagopal.*

**28. A Complaint to the Postmaster**

*49, Tharakad,  
PALGHAT,  
November 27, 1936.*

*To  
The Postmaster,  
PALGHAT.*

*Sir,*

On the 10th instant I sent a money order for Rs. 100 to my aunt, Srimati V. Rajalakshmi Ammal, 31, First Agraharam, Salem. Though it is now four weeks since the despatch of the M. O., I have received no letter of acknowledgment from her, nor have I received the postal acknowledgment for the delivery of the money order to her.

The local post office receipt for the M. O. bears the number 47 of the date 10-11-1936. I am enclosing an exact copy of the said receipt.

May I request you to make the necessary enquiries into the matter and inform me if the money has been properly disbursed to the payee or at what stage the affair stands?

*Yours truly,  
D. Ramdas.*



## 29. A Letter to the Postmaster about National Savings Certificates

17, South Main Street,  
VELLORE,  
September 19, 1944.

To  
The Postmaster,  
VELLORE.

Sir,

I have Rs. 2,500 to my credit in the Post Office Savings Bank and other Banks. I wish to invest the amounts in National Savings Certificates. I request that you will kindly favour me with a copy of the printed circular containing full particulars regarding the National Savings Certificates.

Yours truly,  
T. Rajagopal.

## 30. From the Agricultural Demonstrator to a Landlord

No.: R. C. 156-45.

Office of the Demonstrator,  
Dept. of Agriculture,  
VILLUPURAM, 12-10-1954.

To  
Sri K. C. Ramalinga Reddiar,  
Landlord,  
VIKRAVANDI.

Sir,

Ref.: Your letter dated 5-10-1954.

In reply to yours of the above date, I furnish the following information:

1. The sugarcane crop gives good results with the manure suggested in your letter.

2. The time to plant tomatoes is just the beginning of the rainy season, viz., about the 15th of August, in this part of the presidency.

3. The improved plough is not stocked in this office, but is available at Cuddalore with Messrs. Richardson & Co.

4. Seeds of 2 months' paddy (improved type) can be had from the departmental farm at Palur.

K. RAJARAM,  
Demonstrator,  
(Agricultural Department.)

ANGER DIES QUICKLY WITH A GOOD MAN

## 5. PUBLIC LETTERS

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### INTRODUCTORY

Letters to Newspapers, Memorials, Appeals and Welcome and Farewell Addresses, Election Manifestoes, etc. come under the group of *Public Letters*.

As its name suggests, a public letter must be one that would *interest* the public.

If you ask, "What will be interesting to the public?" the answer is not easy to give; *e.g.*, a letter to an editor, to be considered sufficiently interesting, must bear some news "*out of the ordinary*" or "*must be of sufficient public importance*".

In these days, an aeroplane flying in the air is ordinary news; but, if you can suggest how a man can himself fly in the air, such a letter will certainly interest the public. A newspaper proprietor once said, "If a dog bites a man it's not news. But if a man bites a dog it is!"

### SECTION I: LETTERS TO EDITOR

Many newspapers reserve special columns for publishing letters from their readers; there is a special editor who takes pains to select from the many letters those that would be of much public interest and then publishes them in the columns of his newspaper.

The following points have to be noted in regard to such letters to an editor:

(1) The letters may be addressed to the editor, but their contents and manner and method of presentation must be such that they would interest the public.

(2) The courteous greeting to such letters is '*Sir*'.

(3) As soon as the letter is complete, without any subscription, the signature of the correspondent is given, though in the past it has been the practice to so sign one's name after giving "a courteous leave-taking" phrase.

(4) Sometimes the writers do not wish their real names to be published in the columns; they like to use a pseudonym; even in such cases, they must give their full names, designation



and address to enable the editor to satisfy himself that the letter is a *bona fide* one ; in such cases, the editor would treat all information about the writer as quite private and confidential.

It should, however, be stated that such letters, if they are signed with the writer's own name, are likely to carry greater conviction than those signed with feigned names, such as "a parent", "a citizen", "one aggrieved", "pro bono publico", etc.

(5) In other types of letters, the address of the writer and the date are usually written at the right hand top corner ; but, in letters to the editor, they are given at the bottom left hand corner ; but, nowadays, probably due to want of space, the entire address and date are left out from publication by the editors.

(6) Letters to the editor are inserted in the newspaper free of any charge to the correspondent ; it is, therefore, essential that, should such letters be published, they contain no advertisements and they contain no matter to promote only the selfish interest of the writer. One should therefore put to oneself the following questions before one desires to write a letter to the editor :

- (i) *Am I writing for any public cause ?*
- (ii) *Will my letter interest the public ?*
- (iii) *Does it contain any useful information for the welfare of the citizens ?*
- (iv) *Am I sure that my letter is one not intended to redress any narrow grievance of mine own ? Is it intended only to satisfy my vanity or to show off my penmanship ?*
- (v) *Is my letter quite clear and well-written ?*

Only if the answers to these questions are encouraging, one should attempt such letters, as otherwise it would be wasting the time of the writer and also the precious time of the editor.

One should remember that the editor of a newspaper holds his place in trust ; it is not his to use for his personal ends nor for the benefit of his personal friends.

Giving some useful information, drawing the attention of the public to certain important events, asking for help for some good cause, bringing grievances to public notice with a view to correcting those responsible for such mistakes and cautioning the

leaders of the Government from taking any narrow-minded steps such as undermining the standard of English or introducing frequent changes in the curriculum of studies, etc. can all form the proper subject-matter for letters to the Press.

Letters to the Editor should be clear and concise ; and it is most important that the tone of such letters must be quite moderate and courteous ; they should be brief and to the point and, above all, of interest to the public.

### ACKNOWLEDGMENT :

The following letters, we believe, are selected from the valuable columns of *THE HINDU* and are reproduced below in a spirit of service to the public ; we have to place on record that we owe very sincere gratitude to them.

## 31. Cure for Scorpion Sting

*Sir*,—I am writing the following few lines so that these may appear in your valuable columns and the public may get to know a simple cure for scorpion sting. Place hydrated lime powder on or about the place of sting. Cut an onion, and rub fairly hard at the site of the sting with the half portion of the onion. The effect, I have found by experience, is an immediate cure of the scorpion bite.

When I was working at Anantapur, I found a lot of red and black scorpions at my place of work. Every day two or three coolies used to get stung. One sawyer employed by me used to rub cut onion on the place of sting. One day a boy stung by a scorpion, with foam in his mouth and perspiring body, was brought to my office. I sent for a Doctor and, in the meantime, to keep the boy humoured, I placed a little hydrated lime powder and rubbed with a cut onion. The boy immediately sat erect and told me that the pain which had been at his shoulder had got down to his arm. After two more rubbings, the boy told me that the pain came to his fingers and after a couple of rubbings



he told me that there was no pain, laughed and went back to work.

I have been curing for the last one year, persons stung by scorpions, by this method at the rate of three or four persons a day at Anantapur. I have given this secret to everybody I know including my coolies. Somehow I was under the impression that some sort of psychology was at work till I was stung by a scorpion myself from which I got cured by this method in exactly 30 seconds.

BOMBAY, 17—9—1945.

B. R. S. Iyengar.

### 32. Request to Indian Children

*Sir*,—We are trying to learn all we can about your country and we wish to write a lecturette about it and model it in relief. We would be very grateful if you or your readers would send us any maps, pictures, newspapers, including your own, and any information which would help us. If any children among your readers would care to write and tell us of school life in your land, we would write about life in Slough, to them. Our warmest greetings.

Barbara Clark (aged 9 on behalf of Class 4).

ENGLAND, 31—12—1951.

### 33. Sankara and Ramanuja

*Sir*,—I happened to read in your issue of May 6, a letter which attempted to correct the views of the author of the article entitled "Sankara and Ramanuja", published in your paper of April 29. No person can have any doubt as to the broadmindedness of the latter; he wished that there should be unity in religious matters and harmony and goodwill between sections of the people practising religion in its various forms. He was also right in saying that Sri Ramanuja was the true interpreter of Sri Sankara and his mention of the coincidence of the birthdays of the two great Acharyas is worthy of note.

Sri Sankara and Sri Ramanuja were God-men, who came to the earth in different periods and preached their views to the then-existing people. Their ways of instruction were different,



because of the different times and audiences. But their aims were one and the same and it was that of helping humanity in its march to perfection. Scholars are frequently satisfied with the husk and throw away the kernel. May the Lord bless them with wisdom !

MADRAS 12-5-1952.

V. Narayana Mallaya.

### 34. Sanitations in Hotels

Sir,—In your editorial on the above subject, you have said, “Public opinion should assert itself to better these (insanitary) conditions.....” I often wonder whether any such attribute exists in India and, even if it does, whether the authorities concerned are willing to pay any heed to it. That apart, the insanitary conditions are to a great extent due to the majority of the patrons themselves. The average patron either has little knowledge of cleanliness, or hygiene or chooses to ignore both. The result is that a customer who insists upon clean service is looked upon with disdain and is considered a nuisance not only by the management and the staff, but by the other customers also.

These insanitary and unhygienic conditions are not the sole privilege of our restaurants and hotels. Wherever we go, on roads, in trams and buses, in trains, in cinemas and other public resorts, and even in their own houses, we see the lack of cleanliness and hygienic habits. This is heightened by a complete lack of civic sense and by that uncommon attribute paradoxically called commonsense. The public have to learn a lot more of these attributes in order to be in a position to assert themselves to better these wretched conditions. At the present rate, it will take years before the public realise the value of public hygiene. It is no good waiting for that day to come. The State has to take the initiative and try to set things right by using the iron hand, if necessary.

This cannot be done merely by getting some orders passed. Those responsible should go out *in cognito* like our ancient kings and see for themselves how things are going on and find ways and means to better the conditions.

MADRAS, 20-5-1952.

R.V.N.



## SECTION II: PUBLIC ADDRESSES, APPEALS, ETC.

A Minister or a high-placed Government official may visit a town; the citizens of that town would like to avail themselves of that opportunity to present him with a Welcome Address, in which they would not only express their pleasure in receiving him in their town but they would also give a catalogue of certain urgent requirements of the town.

A great man may be visiting an institution, or a gentleman may be taking charge of a school as its headmaster. On such occasions, the members of the concerned institution would like to present the in-coming gentleman with what is known as a Welcome Address.

When a popular teacher or a headmaster or an officer retires from service, the members of the concerned staff meet at what is known as a farewell party and present the retiring gentleman with an address of farewell. Such farewell addresses are also presented to officers when they are transferred from one centre to another.

Some labour organisations may desire to bring up an Appeal to their authorities for redressing certain grievances, praying for an increase in emoluments, etc.

Sports associations, religious societies, public welfare organisations, etc. would like to issue Appeals to the public for funds for certain common causes.

On all the occasions mentioned above, the addresses are drafted with care, and in most cases such addresses are printed; such meetings are organised and the addresses are presented to the chief guest and copies of the addresses are also distributed to those who are present; thus, such addresses become public and so they are classified under Public Letters.

### 35. Welcome Address

*Presented by*  
*The Cannanore Municipal Council*

To

*His Excellency*

**MAHARAJAH SHRI KRISHNA KUMARSINGHJI  
BAVASINGHJI,**

**Maharajah of Bhavnagar,  
Governor of Madras.**

*Your Excellency,*

It gives us, the Chairman and Members of the Cannanore Municipal Council, immense pleasure to accord to you and to Her Excellency a most hearty welcome to our ancient town of historic importance.

Our Council has extended welcome to many a Governor and many a distinguished visitor during the past 65 years of its existence ; but the present occasion is manifestly momentous, because we have the unique privilege to honour you as the first Governor of this State forming an integral part of the Republic of India, blossomed as such not many months ago. We hail you as the people's own Governor in a free and independent country, with the spirit of the Father of the Nation joining us in this reception.

A noble scion of the illustrious ruling dynasty of Bhavnagar, with foresight and vision, you transcended the barriers of princely India, blazing a trail to the other members of the Princely Order to cast their lots with the people of the provinces outside their domains and you have adorned the highest office in the State with a brilliance surpassed by few and coveted by many. Possessed of administrative acumen of a rare variety inherited from the cradle, you have earned the esteem and affection of the statesmen of the country in safely piloting the destiny of the people of this State and with your manifold acts of philanthropy you have endeared yourself to the common man whose welfare and interest have always been uppermost in your mind. We are confident that under your able guidance and administrative advice, the brightness of the future of our State is assured with progress in varied spheres.



Her Highness the Maharani of Bhavnagar has played no less vital and edifying a part in the public life of this State, and more specially in the social arena, and we are particularly grateful to her for the deep and abiding interest she has been evincing in the cause of women's welfare.

On this happy occasion, far be it from us to weary you with a catalogue of our demands on the Government, calculated to promote the civic amenities of this town. We have presented Memoranda to the Hon'ble Chief Minister and the Hon'ble Minister for Local Administration and Public Works whom we had the privilege of honouring in this very hall some time ago. Most of our demands are still pending consideration at the hands of the Government and we request Your Excellency to advise your Ministers to meet at least some of our most pressing demands in the near future, particularly those relating to construction of a wall in the Old Town to prevent sea erosion, Drainage for the Arat Vayal Trenching area, Bus stand site alienation, etc.

We are really happy to have Your Excellencies in our midst. Now permit us to conclude, once again warmly welcoming you and Her Highness, with an assurance of our implicit loyalty and unstinted co-operation in all your labours to make our country a better, happier and safer place to live in.

With sincere sentiments of profound regards,

*Yours faithfully,*

CANNANORE,  
8-10-1950.

*The Chairman & Members  
of the Cannanore Municipal Council.*

### 36. Farewell Address

*To  
Sri S. Sarangapani Ayyangar, B.A., L.T.,  
Headmaster,  
Board High School,  
PAMARRU (Krishna Dt.)*

*Revered Sir,*

THIS garland is composed of the best natural flowers, true love and profound respect, but not the gaudy and artificial things like hyperbole and praise. Sages like you accept such enduring feelings as the former.



AS we begin to bid you farewell on the eve of your retirement, mingled feelings of sorrow and pleasure arise in our hearts. The cruel thought of separation benumbs our spirits and distresses our minds, but the cheery hope that, wherever you may be, you will have a warm corner of your heart for us, makes us reconciled to the situation. After all, where parting is inevitable in life itself, service which is only one aspect of life, cannot be exempt from it.

YOU have come to this part of the country from a long distance, certainly not as 'a bird of prey and passage' but with a genuine love and missionary zeal for the cause of learning. And the many institutions which you fathered, even as William I loved the deer as their father, are set on the road to progress. The good you did lives here even after your retirement!

THOUGH short, our association with you enabled us to perceive many prominent and worthy traits in you — gentle and loving influence, touch of living sympathy, simple but firm character, and above all, a high sense of duty. But why all this enumeration and recounting of virtues? To put it in a nutshell, you acted your part ably and admirably well, and it is there in that all your honour lay.

IF you think that your work is done and you have nothing more to do with the teaching profession, we take the liberty of holding you wrong, for, though youth which shows but half might have passed away, something of noble note may yet be done, specially because educational reform is on the anvil. Further the field of education is no carcass to be thus left behind, but it is a living interest of humanity requiring constant moulding by expert and experienced educationists of your standing and reputation.

YOU have earned your rest well by steady work these twenty years and odd. Go thou and enjoy the evening of your life in the company of your grandchildren. Their answering love, their joy and the brilliant sunshine of their faces will give you happiness.

NOW, Sir, you are departing from our midst, but you are leaving behind us certain indelible footprints, seeing which, we of your 'tribe', who are in a mood of despair owing to many



a misfortune lying in store for us, will take heart again and learn to labour and to wait.

WITH the best wishes we beg to take leave of you.

PAMARRU,  
1st May, 1943.

*Members of the Teachers' Association,  
Board High School.*

### 37. An Appeal to H. E. The Governor

HIS EXCELLENCY

THE GOVERNOR OF MADRAS

The humble petition of the undersigned Village Officers in  
the Presidency most respectfully sheweth

*May it please Your Excellency !*

We beg to submit that, owing to the increased cost of living and high prices of foodstuffs, we undergo considerable hardship in maintaining ourselves and our families. While "Dearness Allowance" has been sanctioned to all other services, so far "Village Officers" have not been given any such allowance.

Considering the fact that the Village Officers are discharging the most responsible functions of the Government in villages, it is but just that our claim should be favourably considered by Your Excellency.

We, therefore, pray that Your Excellency be pleased to direct that an enquiry be made into the matter and order payment of some allowance to us during this period of "high prices".

*We have the honour to be,  
Your Excellency's most humble  
and obedient servants,*

.....

*Signature with  
Designation & name of the Village of  
each Village Officer.*

MADRAS, June 6, 1942.

## 6. IMPORTANT LETTERS

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### INTRODUCTORY

In the foregoing pages we have dealt with four classes of letters, viz., Private Letters, Business Letters, Official Letters and Public Letters, in a general way and in separate chapters. But, under every one of these four kinds, there will arise occasions when our readers will have to write letters having some special importance. Hence we have thought it fit to add this special chapter entitled *Important Letters* and we trust this will give a proper lead on such affairs.

### I. IMPORTANT PRIVATE LETTERS

The negotiation of a marriage between two parties merits serious consideration. In private life, therefore, letters on the subject should be considered very important. The saying "Marriages are made in Heaven" should not cloud our vision; the greatest skill and diplomacy will have to be exercised in finding suitable partners in life and correspondence on this subject often entails no small delicacy. One wrong word carelessly put in, may break off a really worthwhile alliance. The right word in the right place may cement an alliance which will last for life.

Supposing you are the father of a girl whom you want to give in marriage to a gentleman's son and the thing has almost been solemnized; but, the bridegroom's father wants you to present the bridegroom with certain costly items of furniture; this furniture in your opinion will not serve any useful purpose to the bridegroom or his father except impressing the guests with so much of show at the time of marriage, for, you know, there is not enough space in the other party's residence to keep this furniture safely and properly and the bridegroom is also a Government officer who is liable to be frequently transferred from one centre to another and he will not, therefore, be in a position to carry such costly items of furniture with him to the new centres; thus, the asking for the present of this furniture and making it a condition precedent to the marriage are no doubt perfectly unreasonable; but, supposing you write to him bluntly declining to include this item of present there



is every chance of the marriage not being concluded. In such a case, you have to word your letter very tactfully and in such a way that you gain your point without wounding the feelings of the bridegroom's father.

There may also be occasions when you have to make discreet enquiries about the status, conduct, character, etc. of a bridegroom or his people ; in such cases, also, your letters have to be drafted with great caution. Supposing you have heard certain remarks not quite favourable to the other party, you can't put it bluntly in a letter of enquiry to another friend who knows more about them, as thereby you may estrange the feelings of the common friend even from the beginning.

Study the following examples :

### 38. A Reference to a Friend about a Bridegroom's Family

#### QUITE AN UNSAFE METHOD

15, Narayan Road,  
RASPUR,  
15-3-1951.

Dear Mr. Ramaswami,

I approach you for a favour. You know my Meenakshi ; I think of giving her in marriage to Mr. R. Rayappan, son of Mr. R. Rajamannar, a merchant of your place. I hear good reports about the boy, but, *his father, I learn is a lout and is therefore quite undesirable* ; but as I like to have your own views, I am writing to you ; will you please advise me whether, on the whole, the above people are desirable to be connected with ?

Trusting this finds you in good health,

I am,  
Yours sincerely,  
M. Natesan.

No doubt, on the whole, the above letter is well-written, but *the words appearing in italics are bad ones* ; Mr. Ramaswami may be your friend, but if he is a greater friend of Mr. Rajamannar, he is likely to misunderstand your slandering of Mr. Rajamannar in such strong terms ; or, supposing, the letter falls into the hands of Mr. Rajamannar or any of his near and

dear, well, the mischief is done ! And, no hopes of his son becoming your son-in-law ! *You should therefore write safely.* Study the following method.

### 39. A Safe Method

15, Narayan Road,  
RASPUR,  
15-3-1951.

Dear Mr. Ramaswami,

*Knowing full well the father-like affection you have towards my daughter, Meenakshi,* I write this to request you to help us in regard to the most important event of her life. I propose to celebrate her marriage in April and a friend suggests that I can negotiate with Mr. Rajamannar of your place with a view to getting his son as son-in-law. I shall be grateful indeed if you advise me whether the people are good and respectable and whether, on the whole, the match will be a desirable one.

*As you are my good friend, I know I can safely rely on your advice* and hence I am troubling you.

Trusting this finds your wife and children and you in good health,

I am,  
Yours sincerely,  
M. Natesan.

Mr. Ramaswami might be pardoning much in Mr. Rajamannar who may be the former's loving friend and, so would not ordinarily speak ill of him even if Mr. Rajamannar is a bad man ; but, the words appearing in italics would touch Mr. Ramaswami and, in such cases, in nine out of ten, the reply would certainly be a dependable one.

In short, whenever there is an occasion in your private life to write an important letter, *do not rush to pen and ink and do not write whatever comes uppermost in your mind* ; any word hastily uttered or any hastily-written word sent on by post cannot be re-called and, if it results in the wounding of the feelings at the other end, it is likely to put an end to longstanding connections of friendship and affection.



## II. IMPORTANT BUSINESS LETTERS

In business, all letters should be considered as important. Because, every letter that a businessman writes is supposed to be an advertisement about his business and so every business letter must be written charmingly ; when this should be borne in mind in regard to ordinary business letters, needless to say that *important business letters deserve greater consideration.*

You should never be hasty when you have got an important letter to write. Consider well, consult experts in the line or your well-wishers and then deal with important letters ; it is also safe to discuss the important points with the other party, if it is easy for you to interview him first before committing yourself in writing ; for, personal discussion of an important thing with the other man, whenever it is possible to so discuss, is a thousand times better than corresponding with him.

Supposing, however, it is quite essential for you to correspond, you should give the greatest importance to the proper timing of your letter ; supposing there are ten full days before you to give your reply, take the maximum advantage of all the ten days and give your serious consideration to the matter on hand. Get ready a draft reply in two or three days and be reviewing it often, so that you may correct any mistake, polish up some of the statements : and then have the thing fair-copied and posted in time ; conversely, supposing, the letter is an important one and you have got only one day at your disposal, in such a case, do not delay.

Whether there is sufficient leisure for sending out a letter or not, be it important or otherwise, remember that, in business, goodwill and personal friendship are so nicely intermingled that none of your letters should create bitterness or the slightest anger at the other side ; even assuming that the other party has done you some serious injustice or wrong and you are thereby put out, your letter should bear no evidence of your bad temper ; err on the side of politeness and you will succeed in the long run.

Study the following examples :—

### I

A Burmese Timber Company has a branch at Calcutta ; the Calcutta Branch makes you an *oral* offer of a truck load of a



particular timber at a particular price; they agree to leave the truck load at your disposal for 72 hours; that is to say, you could take over the truck load by paying the amount agreed upon within three days, failing which they are at liberty to sell away the article to anyone else.

On the basis of this arrangement, you have, in your turn, sold the goods to your customer for some profits and after confirming this transaction, you telephone to the Calcutta Office, of course, within the 72 hours allotted to you, requesting them to send on the truck to you; but to your disappointment you hear that the Calcutta Office has sold away the goods to another party who offered a higher price than you; legally, and morally, the Calcutta firm has done very badly; but in a law Court you cannot succeed as you have *no written evidence* of their original offer to you.

In such cases, your addressing the Calcutta Office completely stating all the circumstances is first necessary; supposing you do not get justice from them, then you will have to approach their head office in Burma and *you will have a better case if you enclose the offer* that you had from your customer as that would very much substantiate their *Calcutta Branch's* offer to you.

Even in regard to this representation of yours to the Head Office, you have to be very gentle and should not cast any reflection upon their Calcutta Branch, as you are not sure whether the Calcutta Branch, acted high-handedly of its own accord; it may be a case in which unscrupulous concerns collide with their branches in shadowy transactions.

The letter to the Head Office may be drafted in the following way :

## 40. A Safe Letter

### CONFIDENTIAL

Attention : Mr. O. O. Tung, The Managing Director,  
The Standard Timber Co., Ltd.,  
RANGOON.

Dear Sirs,

Last week, we had an offer from your Calcutta Office of one truck load of timber for Rs. 3,500 and they had made the

BY CONTENTING OURSELVES WITH OBEDIENCE WE BECOME DIVINE



goods at our disposal for 72 hours; 48 hours later, when we telephoned them, they said that they had disposed it off to a third party for Rs. 3,550.

We want the above truck load very urgently to supply to our customers M/s. Robinson and Co. Ltd., Mount Road, Madras, who have placed a firm order with us ; we are enclosing a copy of their order in support of the fact.

We should think that your Calcutta Branch has, possibly due to rush of work, sold away the goods to a third party. But, inasmuch as we are now in an awkward position with respect to our own customer, we are writing this, requesting you to take such steps as are possible to supply us with another truck load for the same price as urgently as possible. We request you to excuse us for trespassing upon your precious time by writing to you direct ; but, you know, no other way is open to us at present.

Thanking you,

*Yours faithfully,*

.....

*Enc. : 1.*

## II

Let us suppose that you are a big importer of bicycles ; there is a valuable customer of yours, a longstanding cycle dealer in a prominent city, who is making bulk purchases from you whenever a consignment arrives for you from overseas ; let us imagine that he has purchased a fairly big lot from you on credit and has not paid you the amount due for a long time ; this inordinate delay on his part is not excusable, inasmuch as you learn that he has sold away the entire quantity for cash, making a very decent profit on it ; you come to know of all this and naturally you are put out ; in such a case, the natural tendency for you will be to dictate to your stenographer a strongly-worded letter calling upon your customer to settle your account without delay ; this may possibly get you the money in regard to the transaction that has been done ; but, he will not come to you any more for further purchases ; in such a case, there is no harm in writing to him coaxing him a little

BY LOWERING YOUR VOICE, YOU RAISE YOURSELF



## 41. A Coaxing Letter

*The Proprietor,  
The Modern Cycle Co.,  
MADURA.*

*Dear Sir,*

Possibly as a result of your recent lucky touch in the shape of a bulk order, our last consignment of cycles has been completely sold out. We are expecting another huge quantity and we have to find about Rs. 1,00,000 for this and we therefore take the liberty of requesting you to direct your office to send us a cheque in payment of our invoice No. 4684 dated 2-4-1950 for Rs. 23,409 at a very early date. In fact, we have earmarked the entire amount for the forthcoming shipment and we shall therefore feel very grateful, if the amount is sent to us in one lump, with your best wishes, and that at a very early date.

Thanking you and assuring you of our best services,

*We are, Yours faithfully,*

.....

### III

You are the producer of a certain type of washing soap and by scientific investigation you know the soap to be of very high purity and very great efficiency — yet, the manager of a firm which usually buys such soaps in large quantities may be making a mistake (perhaps, by overlooking) in not buying your stuff at all. Never write to his superiors, like the Managing Director, about him, because he may be at once suspected to be getting 'false-money', and the dangerous consequences are evident. You could directly ask the manager whether you might send a sample to the Managing Director. If the manager fails to reply, put in a word to the Director, sending him a sample. You may write a 'confidential' letter as follows :

## 42. A Tactful Approach

*Attention : Mr. A. L. Paul, Managing Director.*

*The Bangala Factories Ltd.,  
BANGOPUR.*

*Dear Sir,*

Our Representative has been trying to have your favourable opinion about our X 07 washing soaps and toilet soaps, and so

BY OTHERS' FAULTS WISE MEN CORRECT THEIR OWN



far we have received no orders from your manager. We beg to point out that he might be mistaken in this connection and, after duly intimating him, we want to send our samples for your kind perusal.

As you know, from the price-list enclosed, our articles are always cheaper than their rivals in the field. We make a confidential offer to you of a special 10% reduction in addition to the usual trade discount. We did not mention this offer to your manager, and we request you to have the offer of special reduction strictly confidential.

We do hope to hear from you, asking for our specimens.

*Yours faithfully,*

*Enc.: 1.*

.....

### III. IMPORTANT OFFICIAL LETTERS

Under Official Letters, perhaps the most important ones are applications for good posts ; surely, no one will deny that this is a subject of very great importance. For want of a little tact, and for your not drafting your application properly, you may fail to get a good job ; you may possess all the required qualifications, general and professional, and yet you may lose your chance by reason of your failure to present your case in the proper light ; on the other hand, if you draft your application in a proper way, it would certainly gain the point.

Study the following example :

#### 43. A Good Application

*Dear Sirs,*

I write to enquire if you have an opening for a Commercial Traveller.

I was educated in the St. Joseph's High School, Cuddalore, and I passed my S. S. L. C. at my sixteenth year ; I then took up some correspondence course in regard to the Motor Trade. I have also served as an unpaid probationer in the Modern Motors Factory, Trichinopoly. I have also worked in their Order and Accounts Department. I am, therefore, conversant with the trade terms, calculations and market trends and I have a fairly good grasp of the peculiarities of different types of car.

I am fond of travelling : I can make contacts easily and I have a keen interest in car-trade and I am, therefore, very eager to become a travelling representative.

As I am now only 20, I do not expect a large salary and am mainly anxious to gain knowledge and practical experience in the trade.

If you have a vacancy, I request you to kindly grant me an interview.

Thanking you,

*I am,  
Dear Sirs,  
Yours obediently,*

Again, you may have to petition to the Hon'ble Minister for sanctioning major repairs and improvements to your village irrigation channel. Supposing you simply cry hoarse that the crops in your village are failing year after year due to the defective source of irrigation, you may not get your prayer answered readily.

#### 44. A Formal Method

*Sir,*

The Kortalayar channel irrigating the vast acres in our village has become very bad and consequently our crops have been falling in yield year after year. We shall be grateful if you order thorough repairs and improvements to the channel, urgently.

\* \* \* \*

Supposing the above petition is re-drafted in the following way, it is sure to be favourably considered.

#### 45. A Diplomatic Method

*Sir,*

We, the villagers of.....  
.....beg to bring to your notice that an area of.....  
acres depends on the waters of the Kortalayar channel for irrigation; unfortunately, for the last seven years, the channel having fallen into a state of great disrepair, water-supply is irregular and inadequate and, in many cases, we have therefore reluctantly taken to dry crops.

CONSIDER WELL, THEN DECIDE POSITIVELY



We pray that extensive repairs and improvements may be ordered to be done to the channel; in our opinion, it would cost not more than..... lakhs of rupees, but the outlay is worth incurring due to the following reasons :

(1) If the irrigation source functions well, in the entire area referred to above, we can grow paddy twice a year — the total yield will be.....lakhs of tons; thus, this will ensure *growing more food*.

(2) It would also bring in increased revenues to Government and would, we believe, work out at  $4\frac{1}{2}\%$  per annum on the Government's outlay on the repairs and improvements to the channel.

\*

\*

\*

\*

In the above letter you have shown to the Government that (i) your prayer is towards growing more food and (ii) that it will not be a wasteful expenditure for the Government to sanction the repairs and improvements and you can therefore expect the Government to consider your petition very favourably.

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## 7. ORDINARY SIMPLE LETTERS

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### INTRODUCTORY

Examples of letters touching various subjects and situations are given in the other chapters of this book; a chapter has also been specially devoted to the discussion of important letters and it is proposed to deal with the writing of ordinary, simple, routine or not very important letters, in this chapter.

Supposing you receive catalogues and business circulars from half a dozen firms or from the same firm frequently, it is not at all necessary for you to acknowledge receipt of such literature on each occasion you receive it or even once; on the other hand, supposing you get an invitation to attend a friend's marriage in a far-off place, and he is not so intimate that you should attend it in person, the least you could and should do is to acknowledge receipt of the invitation and to convey your best wishes to the bride and bridegroom.

The letters may be very simple and routine; but, even here, you have to exercise much care when writing them; for

instance, a friend *has asked you over the phone* for a loan of Rs. 500/- and you want time to consider and reply; and, suppose, after so thinking it over you feel you can so lend the amount and you *write* a post-card to him simply thus:

### No. 46

“I shall send you the amount in a couple of days.”

You should note in this connection that the friend's request for a loan was over the phone and so, *there is no evidence for that aspect*; your reply to this phone-talk is *in writing* that you will ‘send the amount’. Any one going through your post-card, with no knowledge of the phone-talk, can also think that the amount you mention of sending may be a return of a debt due by you to that friend! Let us imagine that the friend dies in the night and his legal heirs get your card. What would they naturally think about it? They would perhaps believe that you owe some money to the deceased! We do not say that such situations would frequently arise — but, *with a little care*, one can guard against all kinds of complications in future. In other words, your above-mentioned post-card does not make it clear that the money you propose to send is a loan by you to the other friend. It can very well mean that you are asking for time to repay a debt due by you to the other friend!

The correct method of writing the above matter will be

### No. 47

“In continuation of our talk this morning, I am glad to state that I can lend you the amount required and for the period specified by you.”

or

### No. 48

“I shall give the accommodation provided you can return the amount in two weeks.”

---

COURTESY IS THE SISTER OF CHARITY WHICH  
 QUENCHETH HATE AND KLEPETH LOVE ALIVE



Simple letters were written in a rather roundabout way in olden days as given below :

### 49. The Old Type

THE MODERN AUTO-WORKS

15, Main Road,  
Mount Road P. O.,  
MADRAS, 3-1-1917.

Sri A. Rama Rao,  
20, Town Hall Road,  
MADURA.

Dear Sir,

We beg to acknowledge receipt of your esteemed enquiry of the 2nd instant, desiring to know as to when your car will be ready.

2. We beg to advise you that we have already taken the work on hand and hope to complete it by the 5th instant ; we further beg to state that the painting and servicing will be completed by the 8th instant ; after all these are done, we would be taking out the car on trial for a day or two ; thus allowing for all the delays, we are of the opinion that the car will be quite roadworthy and ready for delivery on the 12th instant, when we shall be pleased to deliver the vehicle to any representative or driver of yours, duly authorised by you to take delivery from us.

Thanking you, Sir, for the patronage shown to us all these years, and soliciting its continuance in the future as well, and assuring you of our best services at all times,

*We beg to remain,*

*Dear Sir,*

*Yours faithfully,*

*for THE MODERN AUTO-WORKS,*

*R. John,*

*Works Manager.*

We are giving below the above letter written to suit modern practice :

## 50. The Modern Type

THE MODERN AUTO-WORKS

15, Main Road,  
MADRAS-2, 3-1-1956.

Sri A. Rama Rao,  
20, Town Hall Road,  
MADURA.

Dear Sir,

In reply to your letter of the 2nd instant, we are pleased to advise you that your car will be ready for delivery on the 12th instant; will you kindly ask your driver to call on us at 3 p. m. that day, with an authority from you to enable us to deliver the car to him?

Thanking you,

We are, Yours faithfully,  
for THE MODERN AUTO-WORKS,

R. John  
Works Manager.

### EXAMPLES :

Examples of some simple letters are given below; To save space, (1) The Heading, (2) The Salutation, (4) The Subscription, (5) The Signature and (6) The Address are omitted from most of the following letters; only, (3) viz., the Message alone is given — please see Page 3 for the proper form of a letter with all its parts.

**51. The Birthday Greeting :** Many very happy returns of your Birthday ! May joy and singing attend you !

**52. About the New Year :** This will be my last letter in the Old Year, never to be forgotten, which has brought much happiness, also much anxiety. It is not without the usual uncertainty that the New Year begins — but let us pray to God that it should be a good one !



**53. To a very dear friend who paid a flying visit to you :** It all seems like a dream ! Your dear visit so ardently wished and hoped for, has come and gone like lightning ! But not without having left much comfort and gratitude, especially in my heart ! Pray, do come to us again ere long, and stay longer.

**54. Thanks for a gift:** I sit down this morning to write thanking you for the loveliest present, only wishing that my pen could set down at least a little of what I really feel with regard to your kindness ! Oh ! How can I adequately thank you !

**55. Letter soliciting help :**

[You are a younger sister; married; have a consumptive husband, three children; and, no money ; you are dependent on your elder brother, who, being a good sort of fellow, has accepted your burden and has never complained ; here is a letter giving news of your present plight.]

You don't know how horrid it is to have to write like this, but this terrible war is making everything so dear. I used to be able to manage on ten rupees a week, but now I can't do it, in spite of the strictest economy. Kamala is just down with influenza. Isn't it vexing ? It means another doctor's bill.

Her father is getting worse in health. He had another bad attack last Friday.

How good you are, Raju ! I don't know what we should have done all these months but for you and I can only pray to GOD that He should shower His choicest blessings upon you for your golden heart ; indeed, God is a Good and sympathetic Listener and He will grant this grateful prayer of mine on your behalf.

**56. Inviting oneself to a friend :** Writing is a poor medium. So let us have a talk. How would it do for me to come to you on Sunday and dine and talk and listen ? I promise you that I should come in the morning but could very well entertain myself for some hours if you are occupied. If you are not, we can go out on a walk !

**57. A Letter accompanying Deepavali gifts from an old aunt :** Please accept these trifles with my blessings for a happy Deepavali. I don't know whether you will think me an impertinent old lady, but there you are. I couldn't send you any sweets — you are far away from us. I wish your wife and you were spending the Deepavali with us. Better luck next year.



**58. To a friend who is seeking election to the Parliament:** I am so glad to hear that you are contesting a seat to the Parliament. During the last ten years that you have been a member of the Indian Legislative Assembly, you made a reputation for yourself by your clean and valiant fights on the floor. May God bless you with success is my prayer to HIM!

**59. Requesting a person to call:** I shall be grateful if you make it convenient to call on me to-morrow between 3 and 4 p. m. to discuss the question of starting a Free Reading Room and Library in your locality.

**60. To a young man advising him to save money:** I am glad to hear that you have just started on a career. You would want the good things of life—a nice watch, or a good fountain pen or a radio set or some jewels; or you can have all these and also provide for any other unexpected expenditure, if you regularly save some money by putting it, say, in a Recurring Deposit account with any reputed Bank. Get into this habit, save something every month and also ensure a decent interest in the saving.

**61. Enquiry regarding price of stocks:** I desire to invest Rs. 25,000/- in the "1973 Government of Mysore Loan" and I shall be glad if you will inform me at what price you could purchase these shares for me at the present moment.

**62. Asking for a loan of money:** I have received a letter from a tradesman who threatens to take legal proceedings against me unless I settle his account at once. I request you to oblige me with a loan of Rs. 780 and I shall of course give you a promissory note for the money you advance. I would require it only for a short period and I will return it to you within three months from now.

**63. Forwarding the amount:** Indeed, I regret very much to learn that you are threatened with legal proceedings. I send you herewith the amount and I shall charge you interest at the rate of 8 as. per cent per mensem and I shall thank you to send me a promissory note mentioning interest at that rate.

**64. Regretting inability to grant loan:** I am very sorry to note that you are threatened with legal proceedings; but unfortunately as I am myself hard-pressed just now for money, I regret it is not possible for me to lend you the sum you now require.



**65. Requesting a loan of money:** Can you kindly accommodate me with a loan of Rs. 200/- before Wednesday next? I expect payments next week and will then return it.

Thanking you in advance, etc.

**66. Reply enclosing a cheque:** I have great pleasure in enclosing a cheque for Rs. 200/- to accommodate you with the loan you required and I shall be glad if you arrange to return the money by the 30th without fail as I have earmarked the money for paying the property tax on that day.

**67. Requesting payment of account:** We beg to call your attention to the account rendered by us in August last for Rs. 304-10-6; it is now considerably overdue. Perhaps, the matter has escaped your attention and we shall be grateful to have your cheque for the amount at a very early date.

**68. Repeating the above request:** About a fortnight back, we wrote to you requesting you for the payment of our account for Rs. 304-10-6 rendered in August last, but we regret to note that we have received no reply so far. You will note the amount is outstanding for a long time and we cannot allow it to stand over any longer. Please let us have your cheque for the amount by return.

**69. Threatening legal proceedings:** We have already addressed you twice about the sum of Rs. 304-10-6 on the account rendered in August last. Not having received either a reply or the payment from you thus far, we once again request you to settle the account by the end of this week; otherwise, we shall have to reluctantly place the account in the hands of our advocates for collection. We are very loathe to do this but, on account of the account remaining unsettled for a long time and on account of your silence, no other course is open to us.

**70. Sending a cheque in settlement of account:** I have pleasure in enclosing herewith cheque No. M 2367911 on the Bank of The World Ltd., 15-12-1951 for Rs. 403-9-6 in full settlement of your account, up-to-date. Please send me your receipt.

**71. Asking for time to settle an account:** I regret that I have not been able to settle your account for such a long time. Several large sums due to me have not come in and I have also had certain unexpected expenses to meet lately. I



shall therefore take it as a great favour if you would allow the account to stand over for a few weeks longer.

**72. Enclosing statement of account:** I am sending you a statement of account upto the 30th June showing a balance in your favour of Rs. 1,076-5-9.

Please have the kindness to examine this statement and confirm its correctness or otherwise.

**73. Acknowledging receipt of a cheque:** I have pleasure in acknowledging the receipt of your cheque for Rs. 8,570-4-6 in settlement of your account of September 30th last; my receipt is enclosed.

Assuring you always of my best attention, etc.

**74. Acknowledging a first order:** I thank you for your order No. 1576 dated 12-6-1955 and my office is giving its best attention thereto.

As this is the first occasion on which I am having the pleasure of doing business with you, I shall be glad if you will favour me, in accordance with the usual policy of my office, with the names of one or two business firms to whom I can make a reference about you.

**75. Announcing a call by the Salesman:** Our Mr. K. Venugopal will have the pleasure of calling upon you on the 3rd of next month and we request you to kindly place your orders for our goods with him.

**76. Letter from a Traveller:** I am enclosing herewith a statement giving details of orders I have obtained in this town during the last five days.

I leave on Wednesday for Tiruchirapalli. Please address me at 'The Modern Hindu Hotel' there and also advise our customers. The business outlook in the Tamil districts is much better now than it was last year.

I shall send you a further report from Tiruchirapalli.

**77. Reply to a complaint:** We are sorry to hear that the parcel despatched by us have not yet arrived at your end. It was despatched by us on the 20th instant.

Indeed, the delay is very annoying and we are making immediate enquiries at the local railway station. We shall



address you again the moment we have some news and if you can also make enquiries of the railway at your end, it might help matters. The actual despatch and the particulars of the parcel way bill are given below to enable you to take up the matter suitably.

**78. Answer to application :** With reference to your application dated the 17th instant, please see our Secretary at our Office on Tuesday, the 23rd instant, at 10 a. m. Please bring with you the originals of all the certificates and testimonials in support of your qualifications, etc.

**79. Letter to a Lawyer :** I desire to consult you on a matter of business and I shall be grateful if you could make it convenient to grant me an interview at your office any time in the course of next week. If Thursday will suit you, it will really be quite good.

**80. Letter to Printers :** We desire to entrust your office with some printing work ; will you kindly, therefore, send your representative to see our Manager on Wednesday, the 25th instant, between 2 and 3 p. m. at our office ? Please send us specimens of your work before then.

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## 8. LETTERS OF APPLICATION

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### INTRODUCTORY

These letters are the most difficult to write as the applicant is in many cases not quite experienced in the art of letter-writing.

The following hints are, therefore, given to serve such young people.

1. Let your application be *as short as possible*, taking care, at the same time, not to omit any essential information.
2. Use good quality paper ; but *avoid* fancy stationery.
3. Supposing you are employed in a firm and are applying for a post elsewhere, use only a plain paper to make your application and *not* the firm's letter-head.
4. State the source from which you got the information regarding the vacancy.



5. Mention your age.
6. Give a statement of your educational qualifications.
7. If you have already had any practical experience, state it together with the reason for your leaving the present or last position.
8. Enclose *copies* of testimonials.
9. Mention the names of persons to whom a reference about your conduct and character can, if necessary, be made. If you have just left school or college, the reference should invariably be to the Head of the Institution and, if you are already in employ, it should be to your present and past employers.
10. Study the requirements of the post and state clearly how you can ably fill it.
11. Ensure that you have answered the advertisement *fully* ; e. g., if you are asked to state the salary required, you should do it clearly and not evade it.
12. The most important factor in an application is that its *lay-out* should be charming and its *tone*, dignified. *Indicate a keenness for the post* you apply for.
13. Your application should stimulate the prospective employer to ask you to come over and see him in person. You can always make a request for an interview.
14. In short, visualise yourself in the post you seek to get, and then draft your application.
15. It is better that the letter of application is *written* neatly, in good, legible handwriting. If, however, you are *typing* it, type charmingly and *send the original* ; you should *never send* a carbon copy of your application.

### REFERENCE AND TESTIMONIALS

We should also discuss a little more about references or testimonials as these play an important part in a candidate getting an appointment.

Either the applicant mentions the names of certain influential men to whom references about his conduct and character may be made by the prospective employer or the applicant may make a request to such influential men to write to his prospective employer about him ; in either case, care should be taken to see that references are given only to the proper persons



who will keep the interest of the applicant at heart ; supposing, the name of an influential man is mentioned and on a reference being made to him, he is either silent or gives an indifferent or infavourable reply about the applicant, it would certainly spoil the future prospects of the candidate.

The next form of reference is what is known as an open testimonial. This document contains

(1) A statement as to the designation and period the receiver of the testimonial has been employed or known to the person giving the testimonial.

(2) The opinion of the person as regards the conduct and character and capacity of the candidate.

(3) The reason for the discontinuance of service, if the employer is giving the testimonial ; and

(4) A short, concluding sentence containing a blessing to the candidate followed by the signature of the person granting the testimonial.

Generally speaking much value is not now attached to open testimonials ; employers, especially businessmen, desire to get information direct either by letter or by word of mouth. Applicants should, therefore, make note of the fact that recommendations obtained in the latter manner have a far greater effect.

Specimens of 'Testimonials' are given in the next chapter.

## 81. Application for a Teacher's Post

6, Rajah Street,  
**THYAGARAYANAGAR,**  
 October 16, 1935.

To  
*The Director of Public Instruction,*  
**MADRAS.**

*Through*  
*The Correspondent,*  
*Sri Ramakrishna High School,*  
**THYAGARAYANAGAR,**

*Through*  
*The Head Master.*

Sir,

I learn that some teachers are to be newly entertained in Training Schools in view of the introduction of the Wardha Scheme of Education.

I am an Intermediate Trained Teacher. I have passed the Higher Grade Technical Examination in Carpentry and Drawing. I have been a teacher for about three years. My age is 27. I belong to the Visvakarma community, and I possess hereditary aptitude for crafts and craft training.

I am at present employed in Sri Ramakrishna High School and am in charge of the Manual Training Department.

I beg to enclose copies of testimonials for your perusal.

*I am,*

*Sir,*

*Your most obedient servant,*

*S. Kannan.*

## 82. An Application for a Stenographer's Post

*MADRAS-17, November 19, 1955.*

*From*

*K. Raghavan,  
15, Motilal Road,  
T. Nagar, MADRAS-17.*

*To*

*Messrs. MacMillan & Co., Ltd.,  
Publishers,  
MADRAS-2.*

*Dear Sirs,*

Having heard from your Accountant that there is a vacancy for a smart stenographer in your office, I offer my services for the post.

I give below my qualifications :

*Education:* I have passed the Intermediate Examination of the Madras University. I have also passed Higher Grade Technical Examinations in Typewriting and Shorthand conducted by the Government of Madras.

*Experience:* For the last five years I have worked with Sri A. Rajam, M. A., Principal, The Modern College, and specially assisted him in getting ready his various educational books ; this practical experience will stand me in good stead in a firm of publishers.



**Age:** 27 years.

**References:** I am enclosing copies of certificates from the Principal of my College where I studied and from the Commercial Instructor who taught me Typewriting and Shorthand.

I may also refer you to Principal Rajam mentioned above and he will, I am sure, willingly furnish you with any particulars you may desire. He has completed editing his books and will therefore be very pleased if I get a good post in an established and reputed firm such as your good selves.

**Salary:** I request you to give me a trial before deciding about the salary and I am prepared to serve for any reasonable salary you may fix after such a trial.

You may rest assured, Sirs, that it will be my best endeavour to merit your confidence and satisfaction should you appoint me for the post and, as a first step towards it may I request you to grant me an interview and also give me a few letters to take down and to submit my specimen typing thereof?

*Yours obediently,*

*K. Raghavan.*

**NOTE:**

Having given most of the above examples with all the PARTS of a letter, as set out on Page 3 of this book, we give only the body of the letter in the succeeding examples, with a view to saving space. Readers are, therefore, requested to supply all the parts properly when writing out the actual letters.

83. For the post of an Attender: I beg to apply for an Attender's post in your office.

I have read upto V Form. When I was studying in V Form, in December that year, my father died all of a sudden; I did not have the means to continue my studies and I had also to support my widowed mother and my tiny sisters. I have therefore been working as a filing clerk in a local firm and as they propose to close their Madras Branch shortly, I now beg to apply to you for an Attender's post in your office.

FROM A BAD PAYMASTER GET WHAT YOU CAN



My firm's manager will speak well of me if you refer to him about me.

My age is 23.

May I request you to give me the post, Sir, and thus help a deserving family ?

**84. For the post of a Typist :** In answer to your advertisement in "The Hindu", may I submit my application for the post of a typist in your firm ?

I am twenty years of age.

I have passed the S. S. L. C. Public Examination getting over 60 per cent in all the subjects. I have also passed the Lower Grade Government Typewriting Examination. I can type forty words per minute. I am preparing for the Higher Grade examination.

I enclose copies of three testimonials for your perusal. I shall produce the originals when called upon to do so.

I am good at almost all outdoor games and cricket is my favourite game.

If appointed, I shall discharge my duties conscientiously and to the satisfaction of my superiors.

**85. For the post of an Accountant :** Being given to understand by one of your employees that there is a vacancy for an experienced Accountant in your office, I make bold to send in this my application for your favourable consideration.

My age is 35. I have worked as an Assistant Accountant in Messrs. Blackway Laidlaw & Co. Ltd. for nearly ten years and I had to leave the post, as their Madras Branch was closed down recently.

I have passed the B. Com. examination of the Bombay University and have also passed the Accounts test held by the Government of Madras.

I herewith enclose copies of testimonials in support of my conduct, character and capacity.

I am willing to accept any reasonable salary, subject to a minimum of Rs. 250, with the usual dearness allowance that you are giving your other employees.



**86. For a Manager's post in a firm :** In response to your advertisement in the "Times" calling for applications for the post of a Manager to your office, I have pleasure in submitting this application.

I am a graduate of the Madras University. I have passed the Higher Examinations in Commercial Correspondence and Accountancy held by the Government of Bombay. I was an Organiser of the Bombay Mutual Insurance Company for one of the districts of Madras Presidency for two years and I was able to show a good deal of business.

I am at present working as the Assistant Manager in the Hornby Paints Co.

My age is 27.

I assure you of earnest and enthusiastic work if I am appointed.

**87. Application by an untrained hand for a Teacher's post :** As I understand that there is a vacancy of a Science Assistant's post in your High School, I beg to offer myself as a candidate.

I am a B.Sc. of the Madras University with Physics Main and Mathematics and Chemistry as subsidiary subjects. I have passed my examination in second class.

My age is 19.

I am a Hindu.

I am applying for the post of a teacher, not to have it as a stop-gap arrangement, but out of love for the profession. It is my desire to go up for training and continue in the profession.

If, therefore, you give me a chance, I shall endeavour to discharge my duties conscientiously and to the satisfaction of all concerned.

**88. For the post of a Salesman:** In response to your advertisement in the "Times" dated 10-5-1949 calling for applications for the post of a Salesman in your office, I beg to offer myself as a candidate.

As I have experience as a Salesman in Messrs. Roberts & Co., Ltd., for nearly seven years, I can confidently take up the job and do justice to my work.

My age is 22. I am a Christian.



I am herewith enclosing a copy of the testimonial given by the Manager of Messrs Roberts & Co., Ltd., whose services I had to leave as they closed down their Textile department.

I have passed the Intermediate examination of the Madras University.

I am tall and have a well-built body and I possess a motor-bike which I can use for going about on the firm's work, if appointed.

**89. For the post of a canvasser:** With reference to your advertisement in the "Times" dated 12-3-1954 for an agent to canvass orders for your firm, I have pleasure in offering my services.

I have passed the Matriculation examination of the Madras University. I have been doing business as a commission agent and canvasser for nearly four years, and I can therefore claim some valuable experience.

My age is 27.

I shall be grateful to know the terms and rates of commission you are prepared to allow me in case I am selected as your agent.

**90. For the post of an apprentice:** I beg to offer myself as an apprentice in the dyeing department of the Textile Mills which is under your control.

I have passed the special test in dying held by the Mercantile Association of Bombay. As I cannot appear for the Practical Test without serving as an apprentice in some reputed firm for at least six months, I request that I may be permitted to work in your firm. I have the minimum education qualification, viz., a completed Secondary School Leaving Certificate.

My age is 18. As I am an orphan and have to earn my own living, I request you to consider my application and to pass very early orders favourably.



## 9. TESTIMONIALS

Testimonials are “certificates of conduct, character or qualifications” (C.O.D.) or “written statements describing the merits of a person or thing”.

Employers and others giving testimonials and certificates should be careful in their wording. They should not contain clap-trap, or be long and verbose. They should contain the full name of the person for whom they are issued.

It is always an advantage if the length of the writers’ acquaintance with the person is mentioned in the testimonial. It may then be followed by a brief, clear and exact statement of the recipient’s general abilities and special capacities; this should be followed by a statement about his character and conduct. Brief and to-the-point testimonials are considered to be very effective.

It is quite possible, however, that testimonials and certificates may be issued to undeserving persons or in lavish and undeserving terms just to be nice to a parting employee. Employers have therefore to be careful in evaluating testimonials and invariably ascertain by confidential letters to the persons who have issued the certificates about relevant points in the testimonials.

In this section are presented samples of testimonials and certificates for different types of individuals.

### 91

#### Certificates of Character on Leaving School

This is to certify that K. G. Ramachandran, son of Sri K. Ganesa Ayyar, was a pupil under me in the.... High School, Sivaganga, for two years. He appeared for the S.S.L.C. Public Examination, 1947 and was declared eligible for College Course. He was a quiet-going, hard-working and well-behaved pupil. He bears a good character. He deserves every help and support.

(Sd.).....

*Headmaster,*

*The..... High School,  
SIVAGANGA.*

## 92

R. RAMANATHA IYER, B.A., L.T.,  
*Senior History Teacher,*  
*Ariyalur High School,*  
 ARIYALUR.

*6th June, 1951.*

I have great pleasure in certifying that R. Balakrishnan, who has been my student for two years, bears a very good character. Even though he studied under me only for two years, yet within that short time he impressed me greatly as possessing a very quick grasp of whatever he reads.

He has come out first in VI Form in our school and I understand he is pursuing academic study in the university. I am sure he will fit into the course admirably well. I wish him all success.

(Sd.).....

## 93

## BEAUTY PRINTERS & PUBLISHERS LTD.

PHONE : 55398.

*23, Krishnan Street,*  
*MADRAS-11,*  
*14th June, 1955.*

This is to certify that Sri S. Rajamani was working as a General Apprentice in our Press from the 3rd March, 1955 to the 31st May, 1955, and during that period he has acquitted himself well. He was correct in his duty and his conduct has been good. He has worked in all the departments of the Press.

*for* BEAUTY PRINTERS & PUBLISHERS LTD.,

(Sd.) .....

*Managing Director.*

## 94

## Testimonials given to a Teacher, on leaving an Institution

This is to certify that Sri S. K. Krishnan (Secondary grade trained teacher) was an assistant of this school from



23-8-1949 to 19-8-1952. His total service in the Corporation of Madras is more than seven years.

I have known him for the past one year and he is leaving the school resigning his job to better his future prospects. While here he was sincere and hardworking, taking active part in Scouting and Pupils' Literary Association. Further he is a social worker. I wish him all success in life.

(Sd.).....

*Corporation Boys' School,  
NEEDAMANGALAM.*

*Headmaster.*

## 95

### Testimonials given to Clerks & Accountants

#### ABC CO. LTD.

##### Certificate

Mr. David Devasahayam was in our service as an Accounts Clerk from 1st July 1951 to 31st March 1955. We found him sincere and hardworking and his conduct was satisfactory. At the time he left our service, he was drawing a basic salary of Rs. 120 and a dearness allowance of Rs. 55 per month.

(Sd.).....

*Managing Director.*

## 96

### The Madras Leather Works, Madras

*31st October, 1948.*

#### TO WHOM IT MAY CONCERN

Mr. P. Krishnan has worked in this Factory for a period of three years and five months as a clerk. During this period his work has been very satisfactory and his keenness and conscientiousness in the work entrusted to him have always impressed me.

This factory demands a high degree of efficiency and irrefutable accuracy, and his work entailed the preparation of important statements and documents. In this respect his capabilities left nothing to be desired, and I therefore have no hesitation in

recommending him to anyone requiring his services, which are being dispensed with due to the closure of this organization.

He leaves me with my best wishes for a successful future.

(Sd.).....

*Asst. Works Manager.*

## 97

### Testimonials given to Stenographers

This is to certify that Mr. V. Raghavan was a stenographer in my office for a period of three years from 1949 to 1952. During his service under me, his work was quite satisfactory, as he was able to take dictation at a fairly high speed and type without mistakes. He was capable of attending to correspondence of a routine nature and he was handling filing and indexing of correspondence and documents.

He comes of a respectable family and bears a good moral character.

(Sd.) .....

*Advocate.*

## 98

### " Centenary " Weekly

*Mount Road,  
MADRAS-2,  
September 17, 1954.*

### TO WHOM IT MAY CONCERN

This is to certify that Sri K. Raman, Junior Operator in the Lino Department of the Centenary Press, is known to me for the past one and half years. I find him honest and industrious in his work. He is a smart young man worth encouraging in this field of work. I wish him success in all his attempts.

(Sd ).....

*Press Superintendent.*



## 99

**Testimonial given to a young man — about to take up a career — by a respectable gentleman**

I have known Mr. R. S. almost from his infancy. He is an intelligent and industrious young man. He has recently acquired a high accountancy qualification and has completed his practical training under a leading firm of Auditors.

He bears an excellent character and he comes of a very respectable family, his father being an Accounts Officer of the Central Government.

I have no hesitation in recommending him to a post requiring a high degree of administrative ability, in which his qualifications and training are likely to be of considerable use.

(Sd ) *S. N. Iyengar,*  
*District Judge (Retd.).*

**100. Testimonial to a Chaffeur :** The bearer, K. Nagaran, has been in my employ for the past four years. As I am shifting to Delhi on official transfer, I have to terminate his services. He is a competent and capable chaffeur, thoroughly conversant with the mechanisms of cars. Being thoroughly reliable and good-tempered in behaviour, he had given me great satisfaction. I confidently recommend him to car owners who need reliable chaffeurs.

*ERODE,*  
*7-4-1955.*

*K. Karuppanna Gounder,*  
*Asst. Engineer, Highways Dept.*

**101. Testimonial to a domestic servant:** The bearer, S. Murugan, has been working as a domestic servant in my household for the past three years. He desires to go to his native place and settle there with his son and has therefore to leave us. We found him plain and honest. He has always shown a deep attachment to the members of my family, especially the children and was always cheerful. He is physically fit and quite healthy and responds well to nice, and honorable treatment. He is not light-fingered and takes pleasure in doing things as well as he can. He is not addicted to any vices and is of a religious bent of mind but not a crank.

*MADRAS,*  
*7th June, 1954.*

*M. Sivasankara Mudaliar,*  
*Accounts Officer, May & Co., Ltd.*

**102. Testimonial about the useful work of an Institution :**  
 It gives me great pleasure to testify to the splendid and useful work that the Sarada Service Home has been doing in the cause of the uplift and succour of the fallen and destitute sisters of our state. I have been observing the way that the institution has been functioning and have talked with the persons connected with it in different ways. I have no doubt in my mind as to the efficient and systematic working of the Service Home. It needs the encouragement of every well-wisher of such really human and necessary institutions, and help rendered to it will be real and beneficial.

*TRICHINOPOLY,*  
*1st August, 1954.*

*S. K. Mudaliar,*  
*Retd. Secretary, Finance Department.*

**103. Enquiry into the character of an applicant**

*17, William Street,*  
*BURNPUR,*  
*7th April, 1953.*

*Dear Sir,*

Sri A. B. Samuel has applied to us for employment as a store-keeper and has referred us to you for his character. Would you mind informing me as to his ability and trust-worthiness?

*Yours truly,*  
*S. T. Mallick.*

*Sri N. V. Chander,*  
*14, Avenue Road,*  
*BURNPUR.*

**104. Reply to the above**

*14, Avenue Road,*  
*BURNPUR,*  
*8th April, 1953.*

*Dear Sir,*

In reply to your enquiry I have pleasure in informing you that Sri A. B. Samuel was in our service for over ten years as a store-keeper. We found him reliable and hardworking. He gave us full satisfaction by his work and behaviour. He is of the type that will be really useful.

*I am,*  
*Yours truly,*  
*N. V. Chander.*



## 10. MARRIAGE LETTERS

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### INTRODUCTORY

A great writer observes :

“What sort of wife *ought* you to marry? Without any doubt, one who can sympathise in your pursuits, one who can help you forward in your work ; without doubt also, one who by character and training alike is fitted to be a wife in the highest sense ; one to whose moral and intellectual qualities you could *look up* ; without doubt also, one who is fit — as few girls are fit — to be a mother of your children. Not on you, but on her, will their character and welfare depend.”

In the words of another great writer, a wife must be the stay to her husband's thoughts, the admirer of his genius, the companion of his solitude and the solace of his days.

“So, money ought never to be *the* consideration in marriage but it always ought to be *a* consideration.” When the young couple don't think enough about money before the ceremony, they are going to have to think altogether too much about it after — especially if the husband does not earn enough to keep his new family going all right. And, so, the man who wants to save worry to himself and the other party, must never think of getting married during his days of struggle. He must wait until he has settled down to earning a decent income and then he can marry whom he likes.

In the words of Lord Chesterfield, “There are two objects in marriage, love or money. If you marry for love, you will certainly have some very happy days, and probably many very uneasy ones ; if, for money, you will have no happy days, and probably no uneasy ones.”

Another great American writer states :

“There's nothing in this talk that two can live cheaper than one. A good wife doubles a man's expenses and doubles his happiness, and that's a pretty good investment if a fellow's got the money to invest. I have met women who had cut their husband's expenses in half but they needed the money because they had doubled their own. I might add, too, that I've met a



good many husbands who had cut their wives' expenses in half and such men are hogs. 'There's a point where economy becomes a vice, and that's when a man leaves its practice to his wife.'

In short, marriage is a subject on which millions have thought and are thinking a great deal and have also compared notes with others. In married state, the couple have before them a life of much good and use to others as well as themselves and, so, parents in India who in many cases negotiate and settle marriages, should rise above petty differences, think well and think only of the solid happiness of the young couple. If, therefore, the great quotations given in the foregoing paragraphs and the model letters given hereinafter can be of any use, here they are!

### 105. From the bride's father

*51, Raman Street,  
MAYAVARAM,  
19-4-1951.*

*Dear Sir,*

It is with great joy that I recall the very pleasant company I had when I travelled with you from Cuddalore to Madras in the Trivandrum Fast Passenger on the night of the 10th instant. It is needless for me to express again my sincere appreciation for your straightforwardness, simplicity and kindness which I was able to see in you during the short period of about six hours. In the course of the conversation, if you remember well, I told you that I have a daughter to be married and that, if a suitable alliance is suggested, I would be grateful to you. You were kind enough to inform me that you have a son, a graduate employed in the Accountant-General's office, and that you have no objection to go ahead with the talks if the horoscopes agree.

I herewith enclose the horoscope of my daughter. As I told you, my daughter has studied upto the S. S. L. C. class. She has taken tuition in Vocal Music. She is well trained in household work. She is fair looking and healthy and will prove to be a suitable daughter-in-law.

I am very eager that God should be kind to us and enable us to get closer by a matrimonial alliance between both our families. If you write to me after consulting the astrologer, I



shall go over there to invite you and your son to come down with a view to seeing my daughter.

Kindly write to me as early as possible as I am very eager, God willing, to settle the marriage before the 15th of May.

With kind regards,

*I am,  
Yours very sincerely,  
T. N. Chakravarti.*

*To  
Sri R. Rama Ayyangar,  
"Sri Lakshmi Nivas",  
15, Boag Road,  
MADRAS-17.*

### 106. Reply to the above

*"Sri Lakshmi Nivas,"  
15, Boag Road,  
MADRAS-17, 22nd April, 1951.*

*Dear Sir,*

I was very glad to go through your letter. I consulted the astrologer and he says the horoscopes agree very well. I spoke to my son and wife about you and they are also agreeable to settling an alliance between us. I do not personally like all the formalities of coming over and seeing the girl and having talks on marriage details. But, as you cannot possibly get such things off the minds of our people, I propose to go over there with my wife and son on Sunday, the 28th instant. As we are quite new to the place, I hope you will not mind meeting us at the station. We may be arriving there by the Indo-Ceylon Express at 4-30 a.m.

With the most friendly greetings,

*I am,  
Yours sincerely,  
R. Rama Ayyangar.*

*To  
Sri T. N. Chakravarti Ayyangar,  
51, Raman Street,  
MAYAVARAM.*

**107. Letter from a man to his friend about the  
latter's would-be son-in law who does  
not impress him**

*16, Sunkuwar Street,  
TRIPLICANE,  
19—5—1948.*

*Dear Sir,*

Received your letter. I am glad to hear that you intend to celebrate the marriage of your daughter Nalini this year.

As directed by you I went to the Victoria Hostel to see the boy about whom you wanted information. To be frank, the boy is not at all impressive. He has a very dull appearance and has a stammer in talking. He seems to be a terrible smoker. Within the one hour that I spent with him, he has smoked nearly a packet of cigarettes. It must terribly upset his health. From the enquiries made about him both at college and in the hostel, I find that he will not at all be a desirable husband for your daughter. The best thing for you will be to drop this alliance.

I casually met another young man in the hostel. He is also of our community. He is in the Fifth Year Honours Class. His father is one K. Sankunni Menon, who is a mirasdar in Palghat. You can contact him and proceed further in the matter.

With my good wishes to your daughter,

*I am,  
Yours sincerely,  
M. Madhava Menon.*

*To  
Sri R. Sankara Menon,  
Excise Officer,  
TELLICHERRY.*



**108. Letter from a man to his friend about the latter's would-be son-in-law who impresses him**

*16, Sunkuwar Street,  
Triplicane,  
MADRAS-5, 19—5—1948.*

*Dear Sir,*

Received your letter. I am glad to hear that you wish to celebrate the marriage of your daughter Nalini this year. This is just the age for girls to get married.

Yesterday I had been to the Victoria Hostel to see the boy you have thought of as your prospective son-in-law. He is tall and well-built and has winsome manners. He is a sportsman and an athlete. He takes physical exercise daily and is quite healthy and robust.

When I told him of the purpose of my visit, he said in a jovial way, "You see me standing before you. Survey my features thoroughly and send a detailed description about me to the gentleman who is interested in me."

He is a very good conversationalist and engaged me for more than an hour. He is well read and upto date in his information. I am very much impressed with the boy. From enquiries made about him both at the college and in the hostel, I find that the proposed alliance will be a very desirable one.

Wishing the girl the best of luck,

*I am,  
Yours sincerely,  
M. Madhava Menon.*

**NOTE:**

Having given the above examples with all the PARTS of a letter, as set out on Page 3 of this book, we give only the body of the letter in the succeeding examples; this is with a view to avoiding repetition of simple forms. Readers are, therefore, requested to supply all the parts properly when writing out the actual letters.



**109. A letter to her mother protesting against her parents' proposal of an early marriage :** I got your letter of yesterday. I wonder why you should be in such a hurry about my marriage. I am not at all anxious about marriage now. I am only 17 years of age and am in the Junior B.A. Class. Will it not be better if I complete my course before getting married? You say that I am not bound to marry this young man if he does not impress. I quite appreciate your point. But, if he does impress me, it might mean a full stop to my studies. I request you to consider this well and advise me suitably. I am ready to take up your advice in the matter. Please let me know mother's view also.

**110. Reply to above :** I have got your letter. I am glad that you are sensible enough. At first mother and I considered all the points you have raised in your letter. But there were three chief reasons for our writing to you to consider alliance with this young man. In the first place, he is very handsome and you will yourself know about it when he goes over to Madras to see you. Secondly, he is well settled in life. He is an officer getting a salary of Rs. 450 a month. Thirdly, you know your mother's health is fast failing. She feels she may not live long. It is her wish to see her only daughter married off well in her life time.

After all you know that a girl's education is only for equipping her with a certain amount of general knowledge. You do not certainly like to seek employment in order to support your parents or your husband! I would once again urge you to consider all these and in case you and the boy like each other, let me proceed further so that the marriage may be fixed to take place either in April or May.

**111. Thanks for a wedding present :** It is very kind of you to have remembered me on the occasion of my marriage. What a nice book you have sent me! I wonder how you got this, "The Splendour that was Ind". The pictures that it contains are really charming. Thank you once more for your thoughtful kindness.

**112. Letter congratulating a man on his marriage (by a friend of his) :** Received your letter and the printed invitation announcing your marriage. Hearty congratulations. I hope that the lady who is to become your life-partner is in every respect worthy of you. As I am older than you, I can well bless you



and your partner. May the Lord bless you with long life and prosperity.

113. A letter to an English friend describing a marriage you have been at: I hope you will excuse me for the delay in replying to your letters. I was not at the station at the time of the receipt of your letter. I was absent at Tranquebar to attend my cousin's marriage.

Since our customs and manners are quite different from yours, you may have no idea how a Hindu marriage is performed. So I mean to describe briefly in this letter, how a Hindu marriage is conducted.

My cousin's marriage was not preceded by any period of courtship. He did not woo the bride, nor was he allowed to see the girl, before the marriage. His parents arranged the match, and he agreed to it without a protest.

On the eve of the marriage, the bridegroom arrived at the bride's house with all his friends and relatives. They temporarily halted in a choultry, whence the bridegroom was taken in a procession to a house, set apart for their reception. A few hours afterwards, the bridegroom was taken to the house of the bride with his friends and relatives and in the presence of the bride, the marriage was formally settled. The day concluded with a grand dinner.

The next day all got up early and dressed themselves in their best attire. The bride and the bridegroom had oil bath and prepared themselves for the ceremony. In the presence of the *purohit* and other elders assembled there, the bridegroom went through the prescribed religious rites; and to the accompaniment of *Nadaswaram* music, the bridegroom tied the sacred *Thali* round the neck of the bride.

The next two days were spent in feasting and merriment. The guests were entertained to music, dancing, and other attractions. On the fourth and last day of the marriage, after the performance of the concluding ceremonies, the bride and bridegroom were taken in a grand procession along the streets with artistes playing on various musical instruments, and then the marriage concluded.

On the fifth day, the bridegroom's party took leave of the bride and her party, and journeyed home.

HE LOSETH HIS THANKS WHO PROMISETH AND DELAYETH



**114. Letter accepting proposal of marriage**

*My dearest,*

How eagerly I was expecting this letter from you! Ever since you completed your B. E. course, I was looking upon you as my very own. I consider this as the happiest moment of my life. I have informed my mother about it. Please contact my father without delay. Every moment of delay seems to me like so many years.

*Yours for ever,  
Rose.*

**115. Letter not accepting a proposal of marriage**

*Dear Peter,*

Thank you for your charming letter. I am very grateful to you for all you have written. I do not know if I deserve the compliments you have paid me. But I do not feel that I can accept your proposal. We have no doubt been good friends, and I hope we can continue to be so without our becoming man and wife. Consider well my reasons for such a reply and please do not be angry with me. I have to support my aged mother and an invalid brother, and the only way by which I can do my duty to them is by choosing a career. As soon as I take my degree this year, I wish to undergo the teacher's training course and spend my life as a teacher. Thank you once more for your kindness. I have no doubt that you will get a charming girl for wife.

*Yours affectionately,  
Rose.*

**116. A letter by the bride's brother to his uncle :** I must now tell you of an event which has happened in our family and which God willing, will be the foundation of our Jaya's happiness, viz., that her marriage with ..... is just now solemnised..... The good, exquisite Jaya, is radiant, and every one is infected by her scarcely-concealed joy. I am still overcome by the whole affair and can only thank God again and again. Please convey the good news to our dear aunt on my behalf together with my sincere respects to her. We thank God for this dear day!



**117. On marrying the right type of girl:** Give him a friend who can understand him, who will not leave him, who will always be accessible day and night, a friend, a kindly listener, just one, and the whole universe is changed. It is deaf and indifferent no longer, and whilst *she* listens, it seems as if all men and angels listened also, so perfectly is his thought mirrored in the light of her answering eyes.

**118. About a marriage where two parties married only for money:** The marriage was approved not for itself, it would seem, but because by means of it two stretches of earth were united into one. It was a marriage of two parks, of two estates, of two tracts, arable and forest, and that two human beings were concerned in it was apparently no more than an incidental circumstance.

**119. From a man not happy in his married life:** Neither the physical nor the spiritual part of me owes anything to my wife. We are just two strangers who happen to be tied together by a convention. I am speaking neither ironically nor with cynicism. They are just simple facts. I don't know why we married. I often marvel at what must I have been then. Now, I am nothing to her, nor she to me.

Her interests are all outside my life, mine outside hers. We happen to reside in the same house, and meet at table. We do not quarrel, because we are too indifferent to quarrel.

**120. From a happily married man:** Marriage has been the *making* of me both intellectually and morally, and judging by my own experience, I look forward to hearing the same opinion from other married people.

I wish you could be here and see in us, a couple joined in love and unanimity. Become as happy as we are; more, I cannot wish you.

A married couple must be chained to one another, must be inseparable, and they must live for one another.

With most heart-felt wishes for both your further happiness and well-being, I am, etc.

# 11. LETTERS OF GREETING

## INTRODUCTORY

Sydney Smith says, "Men are always happier for having been happy, so that if you make them happy now, you make them happy twenty years hence by the memory of it." It follows, therefore, that we must share our happiness with our friends; and it is the duty of such friends to respond to such invitations cheerily either in person or by post.

On happy occasions, in the words of Dryden,

"Men met each other with erected look,  
The steps were higher that they took;  
Friends to congratulate their friends made haste,  
And long inveterate foes saluted as they passed."

Again, according to Shelley,

"For when the power of imparting joy  
Is equal to the will, the human soul  
Requires no other heaven."

On all happy occasions, *e.g.*, on one's Birthday, on a New Year's Day, on one's Wedding, during the Deepavali and the Pongal, on one's getting a job, on one's elevation in one's employment and on one's getting a child, real well-wishers must pour their best wishes and blessings on the friend who has had the happiness. You must send out telegrams or letters giving sincere expressions of pleasure and goodwill. The friend must see that you are really happy at his good fortune.

You should be careful to see that your letter carries unalloyed joy; no word of envy or any sign that you grudge him the happiness, should be contained in such letters.

Supposing your classmate has passed in the first class in the B.A. Degree Examination and you, only in second class, when you congratulate him, you should not write thus:

### No. 121

"I am so happy at your having secured a first class; I regret, however, in spite of my having answered so well, I lost getting it."

Again, supposing your friend has been blessed with a child and

HE THAT BLOWS IN THE DUST FILLS HIS EYES WITH IT



you are childless for a long time, it will not be in good taste to congratulate him in the following way :

### No. 122

“ We are very happy to hear of your wife’s safe delivery of a boy. Indeed, it is a great gift of God which He has denied me till now.”

Again, a letter of greeting or congratulation should contain nothing to cloud the recipient’s happiness. For instance, supposing a friend has just joined the Army, your letter of congratulation should not be written thus :

### No. 123

“ I am very glad to hear that you have been selected as a second lieutenant in the Army. But, our Chama who joined it last year, lost his right arm in the parade ground and I wish no such injury befalls you.”

Your wish is all right, but why should you sow the sorrowful seed of a remote occurrence of a tragedy or accident which may not happen to your friend ?

Again, do not introduce any sorrowful news in a letter of congratulation. For instance, some people write :

### No. 124

“ We are so glad to hear of your marriage and we wish you all happiness . . . . I am so sorry to inform you that my uncle died last week.”

Think whether it is necessary at all for your friend to be apprised of your uncle’s death and if so, whether it is urgent. If not, either omit such items of news from a joyful letter or delay sending out sorrowful news or devote separate letters to each. In other words, try to send to your friend epistles of excellent, pure, unadulterated, hearty, and sincere joy !

Last but not least, let your congratulations be offered *in time*. What is the use of your best wishes going to a friend three months after his sixty-first birthday ? Remember the

words of *Luther* :

“ ‘Occasion is a great matter.’ Terence says well,  
‘I came in time, which is the chief thing of all.’  
Julius Caesar understood occasion. Pompey and  
Hannibal did not.”

## 125. Congratulating a friend on his appointment

*My dear Prabhu,*

Am I to congratulate your office in their having got the golden you or am I to congratulate you in your having joined such a reputed concern? One thing I know: it is a very happy combination — the firm stands to gain much by its inviting you in and you are sure to win laurels by your own excellent conduct, character and capacity.

I cannot, however, forget to request you to thank me (!), my dear Prabhu, as it was entirely at my suggestion that you applied for the post and so be a good boy and be grateful to me! Is this called egotism or boasting or what? Don't laugh at me.

With very pleasant greetings,

*I am,  
Ever your affectionate,  
Khader.*

## 126. Congratulating a young man on his success in his Examination

*My dear Lobo,*

It gave us great pleasure to see in to-day's papers that you have secured a first class in your Intermediate Examination. Knowing your studious habits and high level of intelligence, this has come as no news to me or to your aunt and we therefore send our blessings that more and more brilliant successes should attend your future.

With our respects to your parents,

*I am,  
Your affectionate uncle,  
R. R. Lobo.*

---

HE THAT HAS NO SILVER IN HIS PURSE SHOULD HAVE SILVER  
IN HIS TONGUE



## 127. Congratulations on friend's marriage

*My dear Natesh,*

This day's post has brought me the good news of your marriage. I have not the pleasure of knowing your wife's people, but I am sure they are all lucky and that your wife is born under a lucky star.....Well, here are my hearty congratulations. May you both be happy! May you both bring much cheer and comfort to your parents-in-law!

*Yours sincerely,  
Somu.*

Having thus far given the examples of Congratulatory letters in full, we proceed to give in the following pages certain "catching" sentences or paragraphs culled from very valuable books, and we are sure our readers will benefit to a great extent by studying these splendid specimens:

## GREETINGS FOR CHRISTMAS AND THE NEW YEAR

128. Merry Christmas, Happy New Year, Many happy returns of the day.

129. A merry Christmas to you and a happy New Year and many of them.

130. I hope that the New Year will bring you nothing but good — good days and nights, good friends and books, good health and thoughts, good songs and sermons, and good roses, and a few good talks with your loving friend.

131. Good luck to you in 1952/1953/1954.....

132. Allow me to wish you happiness and send my blessings for the New Year, and in many others too.

133. This will reach you as the old year is passing away, and bring my best wishes for the New.

134. The first letter of the New Year comes your way bringing my dear love, and best wishes for good health and every possible happiness.

135. A Happy New Year to you! You already owe me a letter, so I shan't oppress your conscience with more than a few lines now.

136. May the New Year not have too many twists and turns for you, but lie straight and smooth before you.

137. I wish you happy big slice of the New Year.....

## MARRIAGE GREETINGS

138. May your table overflow with many a wedding present!

139. We are both very glad and we both rejoice with you and Sow. Kamala in your marriage.

140. I congratulate you most sincerely on your choice and on your marriage. Pray make my best regards acceptable to your companion,

141. I hope you will soon get married and we shall soon meet again — you and both of you. If you make half as much success of your marriage as we have made you will not do badly.

142. I give you my hearty felicitations. You deserve a good wife, and I give you credit for having chosen such a companion as will be worthy of that most honourable name. I pray to God you may both be happy.

## ON THE BIRTH OF A CHILD

143. It is indeed a true, solid pleasure to hear of your wife's safe delivery and that you have a sweet little darling who will one day trot by your side and call you, "Father".... Every new-born child is an angel bringing a new chance for the world to be better and brighter. All the hope of the world, therefore, lies in children.

144. Your card brings me *really good* news — I think *very good* news.

May you and your good lady have cause to rejoice that a man-child is born into the world.

145. From our telegram, you must have already known how extremely glad and happy we feel at the birth of our first grand child and how grateful we are to God for His blessing.

146. My wife salutes you and joins with me in wishing you all luck through the new-born!



**BIRTHDAY BEST WISHES**

147. I have been looking forward to writing to you a nice, long, and comforting letter for your Birthday !

148. This is your birthday, a blessed day for me, and I almost wish that just for the time we could all be children.....

149. I have only time for a word to you to wish you many, many happy returns of the day.

150. Your Birthday ! Very glad I am indeed ! You see, what I foretold has come to pass. The years have rolled on, and you have become taller and wiser and more loving and beloved.

151. Many, many happy returns of your birthday. I can hardly believe that my 'little Gopu' is twenty-one years old. The years roll back, and show me the fine April day on which I saw you as a tiny Babe !

152. Many, many happy returns of the day to you, and a thousand blessings on your dear head and kind heart.

153. May many, many happy birthdays come to you and yours.....unclouded by sorrows and unchilled by disappointments.

154. You will be flooded with congratulations on your birthday, but please take mine too, offered in all sincerity and with a fellow feeling.

155. I wish to offer you my sincerest good wishes on your approaching birthday and even more on your promotion.... May He continue to bless you.....

156. You must allow your old friend to wish you with all his heart, happiness and blessing on your dear birthday. I hear on all sides how well and strong you are (*unberufen*). May it long continue to be so !

157. I know that to-day is your Birthday. May you grow up to be a good, upright, true, and trusty man, one who delights in all that is good and beautiful, a thorough Indian who will one day learn to advance further in the paths laid down by his grandfather and father for the good of our motherland, working without fear or favour for the true good of our country !



158. I have been remembering your birthday for several days past and have been often thinking of you.

159. This is to wish you many, many happy returns of your dear birthday. And I wish that the next year, and as many more as it may please Him to give you, may find you and leave you well and happy — at peace and at work.....

160. This is to wish you many, happy returns of to-day ; upon each of which you are to be far stronger than now.

161. I wish you many, many happy returns of this day and the best of all luck through life.

162. I wish you long life and lots of luck.

163. This is to wish you many, many happy returns of to-day.

164. It is my turn at length to be able to offer you an equally joyful and hearty congratulation on your birthday ! I pray to God to preserve your life and health for a long, long time.....

165. I am half sorry, for my sake, to find myself older than you. I am thirty. I give you joy for your five years' juniority.

166. Wishing you a brave feast and many a blameless Birthday,

*I am Yours,  
My dear Damodar,  
Affectionately and gratefully,*

.....

167. Many, many birthdays be in store for you.

## MERRY DEEPAVALI MESSAGES

168. I hope your Deepavali has been as happy as mine . . . I know of the great joy of little children. They laugh with me, romp with me, absorb my time, tyrannise over all my settled habits, bid me "stop my work", and it is put down ; they "talk" and I abandon my loved silences ; they "play with their crackers" and I play ; "take us out to our neighbouring friends and relations", they say, and I obey. And out of all this comes a happy, a most happy Deepavali.

HE THAT STAYS IN THE VALLEY WILL NEVER GET OVER THE HILL



169. Deepavali draws near, doesn't it, with its usual burden of preparation, pleasing and yet toilsome.

170. Here I wish you a very happy Deepavali and all good health.

171. How indifferent of you not to answer my letters. But I wish you a happy Deepavali all the same.

172. To wish a merry Deepavali — to wish the same to thee and thine.

173. To wish you a very happy Deepavali, I send my wishes in good time, as I am not sure how long they may take to journey to your village.

174. I send you Diwali greetings laden with love.

### HAPPY PONGAL !

175. Wishing you and Ramu all good things for the Pongal.

176. I wish you all a merry Pongal, and hope you are of good cheer.

### GENERAL CONGRATULATIONS

177. I need not tell you how heartily I congratulate you on your success in the recent elections.

178. Let me hasten to offer my congratulations to you on your splendid success as well as express my joy at the success of our other friends.....

179. You may imagine how pleased we were as Balu flew to us with your telegram. Congratulations on your success !

180. This is just a line to wish you good luck in your new job. I think you have done wisely and I am sure you will do well.

181. Your work is good, and you will do better as you work on and so, my own advice to you is, "Go on".

182. The deep respect which I have for your learning and wisdom, and my personal regard for yourself are, I hope, well known to you. That learning and wisdom, united with sound doctrine and sincere piety, will adorn the high position to which God has called you, and will befit it, and even raise it in honour and dignity.

**183.** I dare not easily and lightly congratulate you on your elevation to the Bench, because I know too well how much labour and responsibility it involves, and I know that in consenting to joining it, you have not followed your own inclinations, but a sense of duty.

**184.** It is seldom that such a great appointment gives such unfeigned and general joy as this will give to all sorts and conditions of men.

**185.** I have been very long in congratulating you on the satisfactory termination of your labours.....Your labours are very satisfactory. It is a piece of good work well done.

**186.** This is good news indeed! Solid, pure, good news, without spot or wrinkle or any such blemish and I rejoice with you from the bottom of my heart.

The Post and Telegraphs Department has issued a list of set phrases for greeting Telegrams which one can use for telegraphing one's greetings to friends and relatives. They are set out below :

1. Heartiest Diwali Greetings.
2. Id Mubarik.
3. Heartiest Bijoya Greetings.
4. A happy New Year to you.
5. Many happy returns of the day.
6. Best congratulations on new arrival.
7. Congratulations on the distinction conferred on you.
8. Best wishes for a long and happy married life.
9. A merry Christmas to you.
10. Hearty Congratulations on your success in the examination.
11. Best wishes for a safe and pleasant journey.
12. Hearty Congratulations on success in Election.
13. Many thanks for your good wishes which I/we reciprocate most heartily.
14. Congratulations.
15. Loving Greetings.
16. May Heaven's choicest blessing be showered on the young couple.
17. Wish you both a happy and prosperous wedded life.



18. Kind remembrances and all good wishes for the Independence day.
19. Sincere Greetings for the Republic Day. Long live the Republic.
20. Heartiest Holi Greetings.
21. Wishing the function every success.
22. Many thanks for your kind message of greetings.
23. Best wishes for your success in the Examination.
24. Best wishes for your success in the Election.

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## 12. GRATEFUL LETTERS

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### INTRODUCTORY

The is a French saying by *Diderot*, “*La reconnaissance est un fardeau, et tout fardeau est fait pour e’tre secou’e*” meaning “Gratitude is a burden, and every burden is made to be shaken off.” It is very clear, therefore, that whenever we receive a favour or a kind letter, it is our duty to thank its giver or writer suitably.

The following specimens of a few letters and the large number of splendid beginnings of such letters that follow them will, we believe, help our readers in preparing proper letters of thanks suitable to each occasion :

### 187. Thanks for a Birthday Greeting

*Dearest Krishna,*

You are so busy, I know. You are far away from us. Yet, that you should have remembered to have sent your very kind wishes to me on my Birthday only shows what a large heart you have and how much you love me! May God bless you for such kindnesses – I do not find adequate terms to give expression to my gratitude for such a sweet letter as yours.

*Yours ever,  
Kuruvilla.*

## 188. Thanks for a Wedding Present

*My dear Uncle,*

It is so kind of you to have given us so lovely a present and such a useful one. It is the first Radio set to be possessed by us and my wife and I like it very much. Do come soon and see us enjoy it in our new home.

With respects from both of us,

*I am,  
Your affectionate nephew,  
Balan.*

189. So the New Year opens auspiciously for me.

190. I have been a shamefully long time in acknowledging your beautiful Christmas present.

191. Many thanks ; and many happy New Years to you also, though I must apologize for sending the good wishes so late.

192. This is indeed late to bring you Deepavali greetings. but I had to wait till I reached my place where the beautiful things sent by you were waiting for me. I send you thoughts of gratitude.

193. Accept my profoundest thanks for your two dear letters and also for the pretty present for my birthday.....

194. I had quite forgotten my own birthday, until your kind note reminded me of it.

195. Your letter was a great delight ! What a good shot you made at my Birthday ! I got it on the very morning of the day and it was the only one I did get.....

196. Very welcome, very delightful, to me, your blessings on my Wedding Day.

197. Though belated let us thank you at least now for the very nice wedding-present you have sent me.

198. I scarcely know how to express my sense of indebtedness to you for your beautiful present.

199. This is only a brief and very belated note to thank you warmly, which I do once more, for your kind and much-appreciated present.



200 For your three dear affectionate letters I thank you and also for your pretty present.

201. Would you be good enough to consent to accept the enclosed cheque for Rs.....? I do not regard it as payment for what you did for me, but hope that you will at any rate receive it as evidence that I am not wholly ungrateful.

202. Months after date let me discharge the debt I owe you and thank you for the valuable gift.

203. Thank you heartily for remembering me, and for your good wishes.

204. You have sent us such plenteous and beautiful gifts once again, that we remain re-engaged to fresh thanks.

205. This is just a tremulous little line to gratefully acknowledge.....

206. You have made me a most beautiful and interesting present, and I thank you heartily for the generous heart and the trouble you have taken.

207. A friendly and genial letter like yours can never be out of season.....

208. It was very pleasant to me to get from you an unexpected letter.

209. I was just going to write to you this morning when your beautiful and very interesting letter was brought to me with so much that I should like to answer but feel quite unable to.

210 Just fancy ; this morning at breakfast your infinitely delightful letter was delivered into our hands.

211. It's a lovely morning, and your letter has come to cheer me and hearten me.....

212. I cannot tell you how very happy it made me on my return home this morning to find awaiting me your most kind and pleasant letter, which I was wishing for.

213 Your letter came this morning to give me a happy day, full of all that I most cared to read and to know ; and so much to answer that I do not know where to begin !

214. Just arrived home by the express train from Madras and the first letter I received is yours with the agreeable enclosures.

215. We had indeed a delightful surprise when we received your letter.

216. The sight of your familiar handwriting was a welcome one indeed, and the contents of your letter still more so.

217. A thousand most tender thanks for your dear and kind letter.

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## 13 LETTERS OF CONDOLENCE

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### INTRODUCTORY

For the Hindus, *Vyasa Bhagavan's Mahabharata* is one of the noblest heritages and, in that divine epic, in the chapter "The Enchanted Pool", an interesting and impressive conversation takes place between a *Yaksha* and *Yudhishtira*. The *Yaksha* poses many a difficult question and *Yudhishtira*, the wise, answers them to the *Yaksha's* satisfaction.

The most important of the questions are two relating to DEATH:—

*Yaksha*: "What accompanies a man even after he dies?"

*Yudhishtira*: "DHARMA alone accompanies a man's soul in its lonesome flight from the body."

*Yaksha*: "Well, O *Yudhishtira*, can you tell me what the greatest wonder in the world is?"

*Yudhishtira*: "A man sees death all round — many a relative of his, dies; all creatures die; yet he seeks to live for ever."

The above conversation will impress on us the necessity, for our own good, of curbing the acquisitive tendency and of doing nothing that is oposed to *Dharma*. It does not mean that people should give up the world and the joys of life. "Live and let live" should be our motto in life, and that is the way of obtaining universal joy and, when we ensure "universal" joy, it needs no mention that one's self will be also included in it.



The *Bhagavad Gita* has the same message to convey to humanity ; it requires us to lay stress on human brotherhood. If we act in the spirit of the *Gita*, with detachment and dedication and have love even for our enemy, we will help to rid the world of most of its sufferings.

In other words, at the end, death is certain and each must therefore take up the burden of life, whatever it may be, living it in the sight of all men and completely surrendering one's self to God, as the great Gandhiji was doing. His was the way of *Bhakti* and *Karma* — of complete surrender to God and untiring non-stop service to men.

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When death occurs in a house, it is the duty of the friends and relatives to partake of the sorrow by offering condolences in person or by post ; an attempt is made in the following pages to give a few model letters of condolence.

## 218. On the Death of a Grandfather

118, Lake View Street  
MADRAS-17,  
19-9-1948.

Dear Govind,

Just now I learnt from our friend Ganesh that your grandfather has passed away. So far as his death is concerned, it is a timely one indeed. He has lived up to a ripe old age of 96, though one might wish him to have completed a century. He was hale and healthy to the very last. More than all, he never had any long ailment. His is certainly a blessed soul. But I am grieved to think of your old grandmother. How happy would have been her lot if she had predeceased her husband ! I am sure you will do your best to console her and to mitigate her sorrow. Of course, she has to forget her sorrow by moving with her children and grandchildren.

Yours sincerely,  
Krishnaswami.

To  
Sri K. Govindan,  
124, Main Road,  
CUDDALORE, N.T.

## 219. On the Death of One's Mother

MADURAI,  
13—3—1939.

*My dear Seenu,*

O! My mother died yesternight. You know that to lose a beloved mother is always terrible, and the blank can never be filled. But when you consider that this dear mother of mine has lived for none but myself, that for 45 years I have never been separated from her for more than a few days, that she was the gentlest, the most tender and loving person that one could ever imagine, and that her heart was always full of loving kindness for outside people, then you can imagine how immeasurable is my loss and how inconsolable, my grief!

God has sorely tried me! I am deeply stricken - - - I cannot write any more today - - -. Feel for your unfortunate friend!

*Yours in extreme sorrow,  
Hari.*

*To  
Sri R. Srinivasan,  
23, Brodies Road,  
Mylapore, MADRAS-4.*

## 220. Reply to Above

*23, Brodies Road,  
Mylapore, MADRAS,  
14—3—'39.*

*Dear Hari,*

I am shocked to hear of the demise of your beloved mother. No amount of consolation offered by me can mitigate the sorrow of a son to whom the mother is the living embodiment of God. Still I want you to consider that death is unavoidable. You are an educated man and will certainly not allow your sorrow to outweigh your duty of performing the obsequies of the departed soul. Of course she has lived up to a ripe old age, has seen her sons and daughter well-placed in life and has had the joy of breathing her last in the arms of her husband, your father. To your aged father the very prop of his old age has been snatched



away and it has now become your duty to console him. I hope you will do your best to make him forget his sorrow. Your dear mother was the friend and well-wisher of several families there and her death has therefore been not only a personal loss to you but a loss to those families also.

May her soul rest in peace !

*I am,  
Your loving friend,  
Srinivasan.*

*To  
Sri K. Hariharan, B.A.,  
Clerk, Collector's Office,  
MADURAI.*

## 221. Death of One's Father

*17, Simpson Road,  
CALCUTTA-14,  
19-1-1948.*

*Dear Mr. Narayana Rao,*

I do not know how to pen this letter to you. The loss you have sustained now is indeed an irreparable one. In the death of your father, the very prop of the family is gone. We were all envying your high intelligence and you felt sure of your father giving you the highest possible education here and sending you abroad for further studies. This sudden death must indeed be like a bolt from the blue. I shudder to think of your mother. God alone must give her the strength of mind to bear this shock. I am really at a loss to know what to say at this moment of your bereavement.

*I am,  
Yours sincerely,  
Gopalan.*

*To  
Sri V. Narayana Rao,  
17, Farouk Street,  
AURANGABAD.*

IF YOU GET THE BEST QUALITY, IT NEARLY ALWAYS WORKS OUT  
THE CHEAPEST IN THE END

## 222. On the Death of five Sons

[Abraham Lincoln (1809-1865), the greatest of American Presidents, known as a man of unusual strength and as a good story-teller, was born in a log hut in Kentucky, on Feb, 1809. In early life he became a lawyer, and was returned to Congress in 1846; in 1861, he was elected President of the United States when he delivered *his famous anti-slavery pronouncement* which led to the Civil War of 1861-65. In 1864, he was re-elected as President and in his inaugural address he spoke of *his desire to heal the wounds of the country*. In this letter, Abraham Lincoln condoles with a mother whose five sons fell in the war. See how sincere, touching and consoling this letter is !]

EXECUTIVE MANSION,  
WASHINGTON,  
Nov. 21, 1864.

To  
Mrs. Bixby,  
BOSTON (MASSACHUSETTS, U.S.)

Dear Madam,

I have been shown in the files of the War Department, a statement of the Adjutant General of Massachusetts that you are the mother of five sons who have died gloriously on the field of battle. I feel how weak and fruitless must be any words of mine which should attempt to beguile you from your grief for a loss so overwhelming. But I cannot refrain from tendering to you the consolation that may be found in the thanks of the Republic they died to save. I pray that our heavenly Father may assuage the anguish of your bereavement and leave you only the cherished memory of the beloved and lost, and the solemn pride that must be yours to have laid so costly a sacrifice upon the altar of freedom.

Yours very sincerely and respectfully,  
Abraham Lincoln.

## 223. A King's Letter of Condolence

[Admiral Sir Charles Napier, K.C.B., was a splendid seaman. He belonged to a celebrated Scottish family. He died on 6-11-1866, in his 75th year. On the news of his death, Portugal put her navy into mourning and the Portuguese Ambassador addressed the following letter to Mrs. Henry Jodrell (Countess Napier St. Vincent), only child of the late Admiral.]

Madam,

His Majesty the King of Portugal, my August Sovereign, has ordered me to express to you in his Royal name the profound



grief which His Majesty felt at the news of the decease of the illustrious and brave Admiral Sir Charles Napier, Count Cape St. Vincent. His Most Faithful Majesty, wishing moreover, to give a public and extraordinary testimony of the high consideration in which he held the important services rendered to the cause of the Legitimate Throne and of the Constitutional Institutions of Portugal by the said brave Admiral Count Cape St. Vincent, has ordered the Portuguese Royal Navy to go into mourning for three days. I request you will be pleased to communicate these determinations of His Most Faithful Majesty to the whole of your family ; and you may also publish them if you think proper.

Having fulfilled the wishes of my August Sovereign, permit me, Madam, to avail myself of this opportunity to repeat the expression of my grief and the assurance of the respectful considerations with which I have the honour, etc.,

Nov. 14, 1866(?)

Larradio.

224. May God be the strength and comfort to his wife and children and watch over and bless them who will ever find in his memory, the example of a nobly devoted life.

225. Thank God that the end was gentle and peaceful and without pain!

226. I cannot bring myself to believe the worst, it seems too cruel ! I fancy all this will come right somehow and only the remembrance of the scare remain, which was bad enough.

227. What terrible, overwhelming news *The Hindu* gave us this morning ! I cannot believe it. It seems impossible that our old Professor is gone.....all his kindness and goodness and genius, his general love and good-will rise up before me.

228. We have so much to do and to think of, to arrange, write and telegraph, that I must end here, dearest mother ! I feel sure your heart and your thoughts are with us at this time of sore trouble and anxiety.

229. This will be rather a sad Deepavali for our Dheenan with his pretty boy gone — but it must be borne and there is no way out of it.



230. I am in such poor spirits and my heart and soul have but one sad thought ! I have lost my only and dearly-beloved brother and nothing can compensate the loss.

231. My mother's grief is acute ! It is terrible to lose a beloved only son at her age.....

232. She loved her uncle dearly and he showed an equal affection for her ; so it has been a dreadful shock. It is her first real sorrow and she cannot grow used to the idea that she will never see him again.....She cannot console herself.

233. I feel bewildered and stunned.....God gave her to me for 49 happy years and I must not repine when He takes back what He lent. At 71 one feels that the separation will not be long and I must thank God for His many mercies.

234. I feel bewildered at present with my loss. I know it was inevitable but I did not know what it would be till it came. I owe everything to her courage and inspiration, and of course I miss her at every turn.

235. The one human face that always smiled on me will smile on me no more !

236. Dead, dear darling ! Blessed peace is hers and all suffering is over — I feel as if sorrow has made me quite old in two days.

237. I am very much shocked to hear of the death of Mrs. Raman. It is terrible to think of the young children and Mrs. Raman. They all seemed to take such delight in one another that there was a pleasure in seeing the group. To such souls, death does not bear thinking of. One can only hope that God, Who made His creatures, will in some way comfort them.

238. But now those unfortunate children ! I have no words to describe what I feel for them. A life without a mother's love is no life. How can a man, even the kindest and best, know all that is required for the bringing up of children !

239. Although I have already conveyed to you by telegram my deep sympathy for the loss you have suffered, I would like to repeat it to you in writing, and to tell you how very well I understand your great grief at the passing of your beloved.....



## “Melancholy ” Notes

240. I am weary, weary to such a point of moral exhaustion, that *any* anchorage will be welcome, even the stillest, coldest, “where the wicked cease from troubling and the weary, are at rest,” — understanding both by ‘the *wicked*’ and ‘the *weary*’ — myself.

241. I have just received my father’s letter and cannot tell you how it grieves me to hear so bad an account of your health. But I trust it is only the fatigue of your recent examinations and that, with our mother’s care of you, you will soon get all right.

242. The midday post has just brought me a letter from our uncle, with news of your illness. He says you are in the hands of a good doctor and are well-nursed and that I am not to feel alarmed — yet, I am anxious.

243. As far as I am concerned, I require a great deal of good news from you. You have heard, no doubt, how tormented I was.

244. “All things work together for good to those who love God.” I am firmly and ever persuaded of this. God will give good.

245. I feel ill and sick, sore and broken but not tired, alas ! No — I feel as if I should never sleep again.

246. A dark future lies before us, but like you, I build my refuge in God.....

247. Our Sethu has shown me your letter, and my tears flowed as I read your natural expressions of grief, and renewed my own.

248. I know how you must suffer, and that life will be different — this is what God wills, but He will comfort. I pray for you with all my heart.

249. I am truly sorry to have seemed so ungrateful, and you have had deep sorrow, so you know how to feel for me.

250. The sad news of the deplorable tragedy has no doubt reached you.

251. “The ways of God are not our ways.” Ah, my grief is immeasurable !



252. Before the sufferings of others I am always utterly powerless, and your letter reveals such depths of suffering that I hardly know what to say to you.

253. I never suspected when I wrote to wish you a happy New Year how soon I should be writing to you again on such a painful and solemn occasion.

254. Ah, what can I say, except that my poor heart is broken for ever !

255. God has sorely tried me ! I am deeply stricken.....I cannot write any more today.....Think of your unfortunate friend !

256. Your telegram informing me of the sad news.....All the ill-luck and bad omens possible seemed to conspire against my starting. First, the booking clerk gave me a wrong ticket so I was hauled up at Villupuram and nearly missed the Katpadi train ; but I didn't. Second : we ran into a semi-shunted goods train at Tiruvannamalai, and our carriage was smashed. Happily we were just then slowing down.....meanwhile my back was very badly jarred.....

257. It was very good of you to write to me. I had thought that letters would be troublesome, which was the reason why I wrote to your sister and not to yourself.

258. I am still struggling between hopes and fears.

259. I got your letter with the traces of tears shed upon the letter.....

260. Your letter fills me with apprehension. I trust that so great a public loss and so keen a private sorrow may be spared to those who have known and therefore loved.....

261. The sad news from Trichy has reached us today. I feel so much for them in all their trouble that I cannot turn my thoughts to other things and so can only just thank you for your kind letter and tell you that we are doing well here.

262. In moments of extreme grief — when one seems unable to realise what has happened. (Else how one can still be living at all), one's thoughts naturally turn to those who have gone through the ordeal of such suffering — and is thankful for kindness and sympathising words ! So my thoughts turned to you.



263. What I suffer none can know ; few knew how I loved.

264. The hand of Providence is heavy upon me.

265. Your suffering child/friend/brother turns to you in its/his or her grief, sure to find sympathy from one, so versed in sorrow.

266. It seems now as if I am destined to hear of calamity on top of calamity.

267. I hope and trust and believe that the dread hour will be put off for many months, if not for years ; for, more, I know, I dare not hope.

268. My father died yester-evening ! Cremation this morning. I am broken with weariness and grief.

269. You will, I know, have understood my silence, and not have doubted my friendship or my sympathy in your many troubles.

### What they say when a Great Man dies

270. With all his characteristic simplicity, he knew well the littleness and limitations of human intellect and knowledge, and proved his greatness by never knowing that he excelled.

271. I trust our country will bestir itself to do something to perpetuate the memory of so truly great a man.

272. What splendid religious discourses he could give us so stimulating, so pregnant with ideas.....

273. Some discoveries are attended with results partly beneficial, partly disastrous, scattering ruin and demoralization. The learned Professor's discoveries have not stirred any evil

passions; but they have stirred the world of learning. Pious founders of endowments are held up to the admiration of succeeding generations. Orientalists of future generations will look upon him as the pious founder of an endowment which cannot perish, and which is the creation of his own genius.

274. As a Samskrit scholar, he was par excellence.

275. A keen mathematician, he had evolved many theories explanatory of ancient Hindu astronomy.

276. His death was a loss to the world of journalism because he has been known internationally for his devotion to and fight for the idea of a free press.

277. Complete independence and honesty, forcefulness, initiative, imagination, sympathy, gift of expression — no one else was supplied with all these in such ample measure; and now, he is gone. Ah, gone for ever!

278. People like him are the salt of the earth.

279. He was a specialist in the field of Public Health Engineering.

280. He was the chief motive force in Madras behind the Anti T. B. campaign.

281. His death is a great blow to the Missionary Hospital as well as to his own family.

282. He was a genial officer and a good sportsman.

283. He could outrun and outplay sturdy Englishmen on the hockey field.....

284. He was the father of Table Tennis in South India and helped to organise the All-India organisation also on a sound basis.

285. He was indeed a true and loving companion; one whose memory every person will cherish with affection.



## 286. LATE KING GEORGE VI

### "MODEL OF COURAGE, DIGNITY AND DEVOTION TO DUTY"

#### WORLD-WIDE TRIBUTES

LONDON, Feb. 7, 1952.

The 56-year-old King died peacefully in his sleep yesterday. The whole world was cast in gloom on hearing the news of his death and warm expressions of sympathy began to pour in from all parts of the world.

*Pandit Nehru*: "I was impressed by his thoughtfulness and understanding of us and our position and we welcomed him most willingly as Head of the Commonwealth."

*President Truman*: "A world personage who maintained the highest traditions of the English constitutional monarchy passes in the death of His Majesty King George VI."

*Mombasa Times*: "If History gives to George VI the appellation in keeping with his courage, his dignity and his devotion to duty, it will be said 'George VI the Beloved.' The King's devotion to his family was as great as his devotion to the cause of Britain, the Empire, and the well-being of the human race."

*The Archbishop of Canterbury*: "He was a grand leader of his people by reason of his courage, his simple humanity, his selfless regard for others, and his single-minded devotion to duty."

*His Holiness the Pope*: "In a message to the Queen Mother Elizabeth, His Holiness said, 'In our prayers we shall invoke solace for your bereavement and pray for divine comfort and strength in full measure.'"

*Churchill*: "The late King was a model and a guide to constitutional sovereigns throughout the world to-day and also to future generations. He walked with death as if death were a companion, an acquaintance whom he recognised and did not fear....."

"In the end death came as a friend, and, after a happy day of sunshine and sport, after 'Good night' to those who loved him best, he fell asleep as every man or woman who strives to fear God and nothing else may hope to do."

With our humble prayers to GOD for the peace of the soul of the Great King and with our prayers that He should bless the young Queen that "her reign should be long and her peoples should prosper throughout it," we have given the above extracts with our grateful acknowledgments to *The Hindu* and to *The Mail*. Many, many are the messages of tribute to the departed King and of goodwill and sympathy to the bereaved Royal Family that are still coming in.

"Bhurangam Buildings",  
MADRAS-17, 9-2-1952.

THE LITTLE FLOWER CO.,  
Publishers.



## 287. On the Death of Nagarathnammal

### Noted Exponent of Carnatic Music

Srimati Bangalore Nagarathnammal, noted Carnatic Musician and devotee of Sri Thyagaraja passed away on 19-5-1952 at Tiruvayyar at the age of 74. To the last she remained a puritan and never aspired to worldly riches which she had given up voluntarily.

After her daily bath and pooja on 19-5-1952, she complained of pain in the heart and though medical aid was given immediately, she passed away a few moments later with the word " Rama " on her lips at 10-45 a.m.

### MR. P. V. RAJAMANNAR'S TRIBUTE

Mr. P. V. Rajamannar, Chief Justice, who is the President of the Thyaga Brahma Aradhana Mahotsava Sabha, on hearing of the news, said :

" In the passing away of Srimati Nagarathnammal, India has sustained the loss of a great songstress, an ardent devotee of Sri Rama and Sri Thyagaraja, and a noble woman.

" Born in a class which did not command a high social status, she was able to secure the admiration, regard and esteem of everyone by dint of her talent, character and *bhakti* and a spirit of sacrifice. What she did for the preservation, maintenance and glorification of the Samadhi of Sri Thyagaraja at Tiruvayyar is a splendid chapter in the cultural history of South India. The best tribute one can pay her is to carry on the noble work she was doing in Tiruvayyar with abiding zeal and unstinted devotion. I am sure the Thyaga Brahma Aradhana Mahotsava Sabha will continue that work."



## 14. LETTERS OF ADVICE

### INTRODUCTORY

Every one realises that children of the present day are far more intelligent than those of the earlier generations. Physically, they may be weaker than our forbears; but, intellectually, the children of today are definitely of a high order. But, alas, of late, their discipline has been falling off. It is therefore the duty of elders to advise their wards properly and in time.

According to a great author, the following are the twelve evils of our present age :

1. A wise man without good works;
2. An old man without religion;
3. A young man without obedience;
4. A rich man without charity;
5. A woman without modesty;
6. A lord without virtue;
7. A quarrelsome Christian;
8. A poor man who is proud;
9. An unjust king;
10. A negligent Bishop;
11. A populace without discipline;
12. A people without law.

And, it is therefore the duty of all good people to rectify this state of affairs to the best of their capacity and it is with that aim that this chapter of "Letters of Advice" is introduced.

In the words of Lord Chesterfield, "Advice is seldom welcome; and those who want it the most, like it the least" and whether they like it or not, in a spirit of serving our youngsters, various kinds of 'sermonizing' letters are given below, with this apology, to the wise among them :

"I know your worship's wise, and needs no counsel ;  
Yet, if in my desire to do you service ;  
I humbly offer my advice (but still  
Under correction), I hope I shall not  
Incur your high displeasure."

— MASSINGER

It is our desire that it should be said of our youngsters, as Byron said,

"So young, so fair,  
Good without effort, great without a foe."

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IT IS BETTER TO DO WELL THAN TO SAY WELL



Now, let us lead our youngsters to the various letters with this conclusion to this introduction: "One lesson, and only one that History may be said to repeat with distinctness, and that is that the world is built somehow on moral foundations; that, in the long run it is well with the good; in the long run it is ill with the wicked" and that the "winds and waves are always on the side of the ablest navigators," and that every man must, with the consciousness that he is doing his best, be occupied in the highest employment of which his nature is capable.

## 288. On the Art of Letter-Writing

### "JENKINS" LETTER OF ADVICE TO STUDENTS

"Bhurangam Buildings",  
8, Ranganathan Road,  
THYAGARAYANAGAR,  
MADRAS-17, Dec. 31, 1951.

*My dear Young Friends,*

I am addressing this rather long letter to such of those who will have the good fortune to study this *Book of Letters*, published by The Little Flower Co. Like the other useful and popular publications of the Company, this *Book* attempts to solve the many practical and peculiar difficulties that confront you in mastering the technique of Letter-Writing.

It is my purpose in this letter to give you some tips and also open your eyes to the common faults in Letter-Writing, which Examiners seize upon, with the consequence that the Examinee is marked down. In regard to the *mechanical side of Letter-writing* (which is also called *the mechanics of Letter-Writing*), it is enough if you study carefully the instructions contained in the introduction to this '*Book*'. They are the minimum necessary for you and can be easily mastered by you. For, the Examiners' common complaint is that pupils go wrong in The Address and the Date, The Salutation, The Subscription and The Superscription.

A bad beginning of a letter like *Dear Rajagopala Iyar* and an indifferent ending like *Yours' Living son* displeases the Examiner, who forms immediately a poor opinion of the pupil's ability in Letter-Writing. So my advice to you is that you should study carefully the rules pertaining to every one of the six

IT IS NOT HOW LONG BUT HOW WELL WE LIVE THAT MATTERS



parts of the letter and apply them correctly and without fail as you write your letters.

In regard to the *personal aspect of Letter-Writing*, there is much to be said, for, the personal element varies with each writer; and the personal element is as important as the technical element. But this point is missed by many pupils. They make their letters too rigid and formal. I am quoting the remarks of an Examiner. That is the student follows closely the rules of Letter-Writing and produces a letter which contains very little personal matter. The uses of stock phrases like *I am doing well*; *Noted the contents*; *Rest in my next*, which are really sickening, should be completely avoided.

Students write mostly artificial letters. When they are asked to describe a football match or give an account of a novel they have read, they write from their imagination and not from personal experience. **So what is expected of you is sincerity and freshness, when you write your letters.** You should aim at a *good personal letter*, which is characterised by conversational charm and lively originality. Instead of writing *stiff, stereotyped letters*, as you do in class, you should practise writing *real letters*. A close study of the various model letters, given in this Book, will reveal to you what a good personal letter is. You may note that the personal element appears particularly in the body of the letter. This should be made as attractive and informative as possible by introducing matter based on true personal experience. A graphic description, a warm invitation, a humorous anecdote, an affectionate enquiry, a hearty congratulation, a pleasant reminiscence — these should find a place in the body of the letter. For, you should not give room for the complaint that *you have absolutely nothing to say*. **By the way, the personal element should not find a place in Business letters and in Official letters and you should make note of this fact when writing such letters**; however, these too should not be made too formal or dull.

Now coming to the last point of my advice: I wish to put you on your guard against slipshod English. **While taking care to write a simple, easy, conversational style, you should avoid slipping into phrasal errors, which are so common to Indian pupils** as for example *two times*; *next day morning*; *before a month*; *came by walk*; *fear for*; *what to do*; *keeping quiet*; *safe and wish the same from you*.



Also, you should take particular care of your spelling. Observe the golden maxim, "**Do not put down a word, the exact spelling of which you are not sure.**" For, a wrongly spelt word is an eye-sore to the reader, especially to one who sits in judgment over your work, and, to that extent, lessens the value of an answer. For example, bad-spellings like *small-box*, *waxination*, *gems and insets* (for germs and insects), *calera and plaque*, *mails and femails* (for males and females), *applas* (for applause), which have occurred in the letters of Examinees will not be surely tolerated by any Examiner.

I have especially to draw your attention to the remarks of a learned Examiner: "*Pupils should be encouraged to correspond with each other and with their School masters during the holidays, and in this way to write and receive real letters instead of being confined to the imaginary ones written in class. The writing and receiving of interesting personal letters is, to many people, one of the greatest joys in life, and the poverty of the Indian School Pupils' Letter-Writing must engage the earnest consideration of School masters.*"

Trusting that my words of advice will not go in vain and wishing you success in your Examination,

*I remain,  
Your sincere well-wisher and guide,  
"Jenkins".*

## 289. On the Care of Teeth

4-5, North Main Road,  
BIMLIPATAM,  
7—2—1951.

*My dear Balan,*

When I met you last, I found your mouth awfully foul-smelling; I could not then give you any advice as I was in a great hurry to catch my train and I am, therefore, writing this to you now.

Really what is wrong is not with your mouth — but with your teeth and the way you are treating them. Have you ever looked into a mirror with your mouth open? Your teeth look the dirtiest. Apart from giving a bad effect to the countenance, dirty teeth are a real menace to health; conversely, good and clean teeth will, to a great extent, prevent many kinds of illness.

IT'S NOT THE GAY COAT THAT MAKES THE GENTLEMAN



Shakespeare says :

“Bid them wash their faces,  
And keep their teeth clean.”

I should quote from a great author as to how good teeth will help digestion :

“One of the great troubles of the present day is bad teeth. I firmly believe that this is chiefly due to wrong feeding, but a good deal can be done by teaching a child to use its teeth. This prevents the teeth from spoiling and greatly helps digestion, much of which is begun in the mouth by the action of saliva on food. If a mother notices that her child eats too fast and bolts its food, she should try to correct this, not by scolding, but as a joke seeing who can bite the longest, and explain how the great Mr. Gladstone attributed most of his health and strength to the fact that he always masticated his food till there seemed nothing left to swallow.”

Theoretically you should clean your teeth thoroughly after every meal. It may not be practicable. But you should make sure that, first thing in the morning and last thing at night, you give your teeth the attention they need. Cleaning teeth twice a day is the minimum necessary to keep them healthy. Just once a day is not enough.

In this way you ensure protection against decay and help to keep your teeth white and free from ugly stains. Decay usually starts where teeth join gums, on the biting surfaces, or in the spaces between the teeth. Minute particles of food remaining in these “danger spots” produce poisons which will encourage decay and have a bad effect on the whole system. That means your general health will be affected.

You must immediately go to a good dentist and get your teeth thoroughly cleaned and take good care of them after such a cleaning.

I hope to see you next time with clean teeth — and a beaming face too!

*I am,  
Yours affectionately,*

.....

JEST NOT WITH THE EYE, OR WITH RELIGION

## 290. Letter to a young man who is about to become a Teacher

CANNANORE,  
18th October, 1951.

*Dear Raghavan,*

You have made me happy by your choosing the teaching profession. You are indeed a brother now and so I need not hesitate in the least, to write these few words of advice to one who is about to enter the noblest profession. Of course, your choice has my fullest approbation.

Christ, Mohammad and Buddha have all been called teachers. So 'Teacher' is an honourable term. Our country's future in a large measure, will be the result of the work of the teachers for our little ones.

This holy task of educating the young is by no means a light one and, a teacher has to prepare himself fully for his work. The first instalment of his work is to gain the heart of the child and that is done simply by giving his own in exchange. When children feel that you are their friend they will gladly open the treasures of their heart. Your success is then assured. You have only to convert yourself into an elder brother to the children.

In order to pour light into the children's heart, a teacher must diligently apply himself to increase his own store of knowledge. He must dedicate his life to learning which you know, has been called a boundless ocean. The measure of a teacher's success with his pupils depends upon the extent of his inner riches. He, who will guide the steps of the young, must never err. He must be sure and never falter.

He must prepare a number of charts and maps. He must have a collection of interesting pictures. These are necessary aids for educating through the eye. If he can sing, he will be able to teach through the ear also. The teacher must be able to turn his hand to work that interests and engages the attention of the pupils. He must take them out on excursions. He must play with the pupils during play time. Above all, a teacher is to be cheerful and make his pupils as happy as possible.

JUDGE NOT ACCORDING TO THE APPEARANCE



A good teacher will keep in touch with the parents of his pupils, and the parents will always help the master in the management of his pupils. This mutual understanding and co-operation will enable the teacher to produce the proper impression on his pupils.

*Affectionately yours,  
Vasudevan.*

### **291. A Letter to a nephew who has just set up practice as a Doctor**

*222, Burkit Road,  
MADRAS-17,  
20-1-1948.*

*My dear Balachander,*

I am extremely glad to know that you have set up practice as a doctor at Kodaikanal. I wish you all success in your career ; yours is a noble profession and God *only* knows what people would do without devoted surgeons and physicians. People may be 'omnipotent' in their business lines when they are fit ; but when it comes to an attack of pneumonia or appendicitis, why, the very office boy who smokes cheap cigarettes and frequents the 'movies' is far happier. Doctors who hold, very often, the keys of life and death in those sensitive hands of theirs, are the real power in this world today, and so they are charged with a great and stern responsibility, to discharge which they must lead clean and responsible lives.

Yet, you should know even an eminent doctor's power is not unlimited. His ability to help is finite, after all, and the last touch is rarely with him. And one is conscious all the time that one is only an instrument of another, and Stronger Hand. "All that the doctors can do is to keep themselves as alert and sharp as people keep machines. Then doctors shall never know the shame of being neglected by the Celestial Surgeon for some other, worthier instrument more suited to His great purpose."

Remember also that a doctor must have a thorough knowledge of human nature, because his work is concerned with the body as well as the soul. Before he can administer to mental disorders, he is advised to know something of human psychology

which is not studied only from books, but learned also from constant touch with human beings. In order to learn the psychological intricacies of man, I advise you to approach not a patient but a sound man; because a patient is not master himself but one can rely upon the healthy specimens who have no physical disability clouding their mental horizon.

Above all, 'doing service' must be your aim; making money is not the main work of a doctor.

I am sure, therefore, you will start your work in a spirit of service.

Be writing to me often. I shall try to meet you next month during my Madurai tour.

With affectionate regards,

*I am,  
Your loving uncle,  
Mohana Mudaliar.*

## 292. Advice to a Postman

*"Bhurangam Buildings",  
THYAGARAYANAGAR,  
MADRAS-17, Feb. 6, 1952.*

*Dear Raja Bhadar,*

I am glad to hear that you have secured an appointment as a postman in your town.

A postman does not draw a big sum by way of salary; but, he occupies one of the most important posts in the modern world; as some more examples, I may state the post of a compounder in a free hospital, of a booking clerk in a railway station and of an elementary school teacher; none of which carries an attractive salary; but, persons occupying these posts are capable of rendering the most invaluable service to the public and, if they do this cheerily and ably, the reward that they would get by way of the blessings of the public will be far, far greater and much more valuable than mere rupees, annas and pies. *Also, Divine Grace will surely attend such good men!*

It is in that spirit that I advise you to carry on your work as a postman.



Of late, I have found that in many towns, postmen are not very prompt in the delivery of the mails entrusted to them : by way of illustration, let me tell this :

I know there are two deliveries in your town : one at 8 a. m. and the other at 3-30 p.m. Invariably, the postman do not attach much importance to the 3-30 p.m. delivery. Let us suppose that a man residing in a town which is 25 miles away from your town writes a card and posts it at 11-30 a.m. in his town ; suppose there is a day mail train for your place ; this letter will reach your place for being delivered at 3-30 p.m. to the addressee ; suppose this card contains very urgent news and you deliver it promptly to the addressee, *this card would have done the same service as a wire* and the addressee would be enabled to take action in time on such a promptly-delivered card.

Suppose, on the other hand, it is about some urgent medical aid and the card is delayed and kept on surreptitiously with you to be delivered with the next morning's 8 a.m. delivery, look what a havoc it will work on the writer and to the addressee ! Put yourself in the place of a writer and the addressee and then deal with all the letters entrusted to you for delivery with the same care and promptitude.

At 8 a.m. start and go on your rounds most urgently and do not stop for idle-gossip or too many sips of tea at wayside stalls.

By finishing your rounds quickly, you would have not only distributed the letters most promptly thus conferring a blessing on your constituents, but would have been also enabled to finish your rounds most quickly with the result that you could take a little more rest, which you can utilise for the reading of the necessary books for sitting for your departmental examination which would enable you to be elevated to a clerk's post. And, who knows, by your own efforts, you may one day become a postmaster or even an inspecting officer.

In short, be prompt and correct in the sorting and delivery of all postal articles ; even an apparently trivial letter — if



delayed in transit or if delivered to the wrong person — may play havoc.

Ever interested in your welfare and progress,

*I am,  
Your affectionate uncle,  
T. Goodman.*

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## 15. LETTERS OF GREAT MEN

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### INTRODUCTORY

The expression 'English literature' recalls to our minds the best works of great writers in poetry and prose; many of us are apt to forget that the Letters of Great Men are no less important than their Poetry and Prose. The thoughts and ideals of great writers as reflected in their letters make an appeal to us more directly than any found in other writings of theirs. Hence, it is our duty to acquaint ourselves with some of the best models of letters that are imbedded in English literature.

To mention only a few, Cowper's Letters, Lord Chesterfield's Advice to his Son, Dr. Johnson's Letter to the Earl of Chesterfield and Abraham Lincoln's Letter to a Mother have become household words in English Literature.

Examples of famous letters are given in this Chapter. We shall begin by quoting from the writings of Sir J. M. Barrie. They are characterised by such a racy style as is specially worthy of imitation by our readers.

The inclusion of the letter of J. M. Barrie has been made possible by the kind permission accorded to us by Messrs. Pearn, Pollinger and Higham Ltd., London and Lady Cynthia Asquith. We are under a deep debt of gratitude to them who have enabled us to do this bit of service to our enthusiastic readers.

These letters will, we believe, create a desire in the minds of our readers to buy and add, to their libraries, the original



books by all these authors, these books are great treasures and one and all should be in possession of them.

### Sir J. M. Barrie's Letter

[Sir James Mathew Barrie (1860-1937) was a Scottish novelist, essayist and playwright. He began life as a leader-writer on the Nottingham Journal. Moving to London, he attracted attention by the charming sketches of Scottish country-life which he contributed to several journals. He was a greater dramatist than novelist. He was created a baronet in 1913 and received the Order of Merit in 1922. One of his letters is reproduced below.]

#### 293. To M. H. Spielmann, Writer on Art

*Adelphi Terrace House,  
1920.*

*My dear Spielmann,*

I am glad to hear that you are writing a Memoir of Hugh Thomson. I have no contribution to send you of any value as I had, I think, only two glimpses of him personally, when he came to see me about his illustrations to two of my plays.

He was a man who drew affection at first sight, so unworldly, so diffident you smiled over him and loved him as if he were one of his own delicious pictures. What the man was came out in his face, and in all his modest attractive ways; it might be said of him that he was himself the best picture he ever made. His heart was the gentlest, the most humorous, and so was he. I delighted particularly in his pictures for *Quality Street*, and it is the figures he created that I see in that street now, with himself walking among them, understanding them better than the people of to-day, perhaps understood better by them.

*Yours sincerely,  
J. M. Barrie.*

#### 294. William Cowper loses and recovers his pet Puss

[William Cowper (1731 to 1800) was a great English poet. All his poems are marked by deep religious feeling and in them is a genuine love of Nature. Here is an excellent letter of his to The Rev. John Newton.]

*August 21, 1780.*

The following occurrence ought not to be passed over in silence, in a place where so few notable ones are to be met with.

Last Wednesday night, while we were at supper, between the hours of eight and nine, I heard an unusual noise in the



back parlour, as if one of the hares was entangled and endeavouring to disengage herself. I was just going to rise from table, when it ceased. In about five minutes, a voice on the outside of the parlour door inquired if one of my hares had got away. I immediately rushed into the next room, and found that my poor favourite Puss had made her escape.

She had gnawed in sunder the strings of a lattice work, with which I thought I had sufficiently secured the window, and which I preferred to any other sort of blind, because it admitted plenty of air.

From thence I hastened to the kitchen, where I saw the redoubtable Thomas Freeman, who told me that, having seen her, just after she had dropped into the street, he attempted to cover her with his hat, but she screamed out, and leaped directly over his head. I then desired him to pursue her as fast as possible, and added Richard Coleman to the chase, as being nimbler, and carrying less weight than Thomas; not expecting to see her again, but desirous to learn, if possible, what became of her. In something less than an hour, Richard returned, almost breathless, with the following account. That soon after he began to run he left Tom behind him, and came in sight of a most numerous hunt of men, women, children, and dogs: that he did his best to keep back the dogs, and presently outstripped the crowd, so that the race was at last disputed between himself and Puss; — she ran right through the town, and down the lane that leads to Dropshort: a little before she came to the house, he got the start and turned her; she pushed for the town again and soon after she entered it, sought shelter in Mr. Wagstaff's tanyard, adjoining to old Mr. Drake's.

Sturge's harvest men were at supper, and saw her from the opposite side of a way.

There she encountered the tanpits full of water: and while she was struggling out of one pit, and plunging into another, and almost drowned, one of the men drew her out by the ears, and secured her. She was then well washed in a bucket to get the lime out of her coat, and brought home in a sack at ten o'clock.

This frolic cost us four shillings, but you may believe we did not grudge a farthing of it.



The poor creature received only a little hurt in one of her claws, and in one of her ears, and is now almost as well as ever.

I do not call this an answer to your letter, but such as it is I send it, presuming upon that interest which I know you take in my minutest concerns, which I cannot express better than in the words of Terrence a little varied — *Nihil mei a te alienum. putas.* (i.e. Nothing that concerns me do you deem a matter of indifference to you.) — Yours, my dear friend,

W.C.

## 295. George Washington's letter to his Doctor

MOUNT VERNON,  
17th March, 1798.

Sir,

Your letter of the 28th. Ultio. came safe but was some time longer than might have been expected, on its way.

As I think your charge for the prescription and application to Christopher (my servant) who was supposed to be bitten by a mad dog, is a very reasonable one, I send you enclosed a five dollar bank note of Alexandria (having no other paper money by me) without enquiring whether your not having received four dollars before, proceeded from the neglect of the servant, or any other person.

Christopher continues to do well, and I believe is now free from apprehension of any bad consequences from the bite. I shall beg to be informed of your receipt of this letter, being unwilling that you should go unpaid.

I am, Sir,  
Your very Hble. Servant,  
G. Washington.

To Doctr. Story.

## 296. Samuel Johnson to the Earl of Chesterfield

Feb., 1755.

My Lord,—

I have been lately informed by the proprietor of the *WORLD*, that two papers, in which my Dictionary is recommended to the public, were written by your Lordship. To be so distinguished, is an honour, which, being very little accustomed to favours from the great, I know not well how to receive, or in what terms to acknowledge.



When, upon some slight encouragement, I first visited your Lordship, I was overpowered, like the rest of mankind, by the enchantment of your address; and could not forbear to wish that I might boast myself *LE VAINQUEUR DU VAINQUEUR DE LA TERRE* that I might obtain that regard for which I saw the world contending; but I found my attendance so little encouraged, that neither pride nor modesty would suffer me to continue it. When I had once addressed your Lordship in public, I had exhausted all the art of pleasing which a retired and uncourtly scholar can possess. I had done all that I could; and no man is well pleased to have his all neglected, be it ever so little.

Seven years, my Lord, have now past, since I waited in your outward rooms, or was repulsed from your door; during which time I have been pushing on my work through difficulties, of which it is useless to complain, and have brought it at last to the verge of publication, without one act of assistance, one word of encouragement, or one smile of favour. Such treatment I did not expect, for I never had a patron before. The shepherd in Virgil grew at last acquainted with Love, and found him a native of the rocks.

Is not a Patron, my Lord, one who looks with unconcern on a man struggling for life in the water, and, when he has reached ground, encumbers him with help? The notice which you have been pleased to take of my labours, had it been early, had been kind; but it has been delayed till I am indifferent, and cannot enjoy it; till I am solitary, and cannot impart it; till I am known, and do not want it. I hope it is no very cynical asperity not to confess obligations where no benefit has been received, or to be unwilling that the publick should consider me as owing that to a Patron, which Providence has enabled me to do for myself.

Having carried on my work thus far with so little obligation to any favourer of learning, I shall not be disappointed though I should conclude it, if less be possible, with less; for I have been long wakened from that dream of hope, in which I once boasted myself with so much exultation.

*My Lord,  
Your Lordship's most humble,  
(most obedient servant,  
Sam. Johnson.*



## 16. A MOTLEY MEDLEY

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### INTRODUCTORY

The following "literary miscellany" diversified in colour and of "varied character" — and rightly entitled therefore as "A Motley Medley" needs no more introductory words than Wordsworth's golden words:

"Go forth, my little book! Pursue thy way!  
Go forth, and please the gentle and the good."

The same poet says in another place:

"More sweet than colours caught by him who sails  
Near spicy shores of Araby the blest,  
A thousand times more exquisitely sweet,  
The freight of holy feeling which we meet,  
In thoughtful moments, wafted by the gales,  
From the fields where good men walk, or bowers  
wherein they rest."

### Responding to Nice Letters

297. "Your letter is most helpful."

298. "It was delicious to hear from you."

299. I am heartily glad to get the good news contained in your welcome letter."

300. "I have been made so happy by receiving your kind letter....."

301. "You are very kind to think of us in your sickness."

302. Your letter was quite welcome. For if there's one thing a person needs more than money it's faith, and your encouragement is one of the bulwarks of my faith."

303. "I must thank you for telling me things so precious for me to know, and for the confidence with which you write to me."

304. "I was delighted to hear of you through Chander."

305. "Many many thanks for your nice long letter."

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LOVE MAKES ALL HARD HEARTS GENTLE

306. "I shall be always proud to receive a communication from you. . . ."

307. "I cannot tell you with how much pleasure I received your long, affectionate and most delightful letter."

308. "I am much flattered by your being so solicitous about my writing to you."

309. "Try to write soon again. Your letters afford me the sincerest delight and the greatest entertainment. If you want an appreciative reader, you can't do better than to write to me."

310. "I have so much to thank you for that I hardly know where to begin."

311. "Let me hear from you; your letters cheer me very much."

312. "How can I sufficiently tell you how moved to gratitude and appreciation I am by your good letter of August 8th, just received, and the ready understanding and sympathy expressed therein which are such a blessing to me."

### Apologising for Long Silence

313. "I would have written long ago to thank you for your letter had I not been in bed for a week with influenza."

314. "My letters generally begin with an apology for not having written sooner."

315. "Again a long gap between my letters, but this time partly due to ten days' leave."

316. "I remembered this morning I hadn't written you two weeks running. You don't feel hurt, do you? I love you as ever, child. Never mistake me."

317. "I am afraid I have become a very bad correspondent and with no excuses, as I ought to have answered your letters promptly."

318. "You must have been expecting a letter from me for some time, especially after your being here and our not being able to meet."

319. "I really hadn't the heart to write to you again before I could ease your mind a little concerning my affairs."



320. "I should have written earlier, but I was really so worried and tormented that it would have been a confused letter. Many thanks for your two dear telegrams! Any little line from you — by letter or telegraph — is a comfort to me now."

321. "I am ashamed to find that our Holy Pongal has gone without my having fulfilled the inward vow I took when I received your last good and generous letter — that of sending to you an attractive volume of the Bhagavad-Gita before the Pongal. . ."

322. "Your good letter of nearly twenty days ago lies before me — where it has been lying since its arrival making me think of you so much that I ended my feeling as if I see that I haven't. However, that does not in any way mean that you will be satisfied. Here goes. . . ."

323. "Don't think me a bear for my silence."

324. "I wonder why we are not brought up to use our two hands equally, the same as our two eyes and two ears — anyw ay I must learn to write with my left hand too, as I have so many letters to reply to!"

325. "I have been (what I never was till now) in debt to you for a letter for some weeks now."

326. "I have so many things to thank you for that I am ashamed not to have written before now."

327. "Is it possible, that I'm writing to you at last? Well, I am very sorry to have neglected you so long."

328. "At last I am about to write to you, partly because it is becoming indecent — this prolonged silence — and partly because I really have an opportunity now."

329. "I will at last begin a letter to you to-day."

330. "With my apologies for my long reticence."

### **To Friends Who Have Not Written for Long**

331. "It seems a long while since I heard from, or wrote, to you."

332. "A few lines to-day will be better than a great many tomorrow."

333. "If, by chance, you have a moment to spare it would be a piece of great charity to write a line to me."

- ✓ 334. "I wonder how you all are."
- ✓ 335. "Every time the post man comes, I have looked expectantly for some trace of your handwriting: but there comes none."
336. "I am in great uneasiness at having had no letter from you yet."
337. "Write me a word — tell me you don't hate me."
338. "You have spoiled me so much by your dear letters that I almost feel like complaining at not having heard from you for a week."
339. "Tell me, my worthy Chechu, what is the matter with you? You are silent and silent, and moreover hear nothing from Ramu about you....."
340. "Don't be long in writing."
341. "What will you say to a second letter from me, and you have never answered my first? However, I will be generous, and as I feel sure you will be interested in some of my accounts, I send this second 'messenger' in the direction of my first one....."
342. "Respond, respond if ever so briefly."
343. "I have kept this letter three days hoping for news from you. I hope you are not paying me back for that silence of five weeks ago."
344. "Write all manner of news; write everything; above all write soon, and largely."
345. "I think it was I who wrote *last*; now it is your turn — isn't it?"
346. "I am proud of having your three letters in my debt."
347. "Write soon, and then I hope with luck that we may pick up the threads and write about once a fortnight to each other as before."

### Invitations, Acceptance, etc.

348. "When you get some leave, do steal a day or two to visit us. It would be fine to see you again."



349. "It was so good of you to visit us and I was so sorry to see you go."

350. "It is most kind of you to ask me and I wish more than I can say that I could have come. But I am running a race with time . . . I am dreadfully sorry."

351. "You are most kind and hospitable. I regret immensely that I cannot, by any means, accept your kind invitation at the moment."

352. "My warmest thanks for your two loving letters containing the good news that you are coming."

353. "It was wonderful of you to take so much trouble, for being here. I can estimate how much trouble it is."

354. "I shall be very happy to dine with you, according to your kind invitation."

355. "I am very happy at the thought of seeing you all again — God bless you for the warm assurance of welcome."

356. "If you should come here, we'd all take a holiday and make merry, you may be sure. Try it any time you like!"

357. "Come soon : healthier and as kind-hearted as ever."

358. "Do come early and stay as long as you can, so as to give time for serious discourse with me as well as for a laugh with Balu."

359. "I am up to my neck in work, and must write nothing more except asking you to come and see me here."

360. "I wish you were here with us at Madras! How I should like to go about with you, and we should both never cease enjoying!"

### Seeking and Promising Favours

361. "Do you know anything, of a young man called Raman? Is he alive? I wrote to him a month ago, but have heard nothing of him at all, and my belief is that he is either full of business or of forgetfulness of me — possibly both. If you should happen to meet him, please tell him to send me a line some day — and you can also wish him a happy New Year from me."

362. "To repeat: if it could be done without a certain sacrifice on your part, you would render me a great service by granting my request, a service I should be only too eager to return you some day."

363. "Bear with me and forgive the many anxieties I have caused you."

364. "I shall be happy if you could get me the post, for though I am not in want, my affairs are not in a very flourishing condition."

365. "You would, my dear Ramu, be conferring a great favour upon me, if you would so far trouble yourself as to call on my mother and inform me about the real progress in her health."

366. "If at any time I can serve you in any way let me know and I will endeavour to do it."

367. "Command me, as heretofore, if I can do anything in Madras for you."

368. "Once again sincere thanks from a heart deeply grateful for your effective support in the past as well as for.... with you to help me I feel secure about everything — everything!"

369. "You have been so kind to me on several occasions that I take the liberty of coming to you with my confidence and in search of advice."

## Health and Sickness

370. "One thing I rejoice to hear, that your health is better. So is mine; but my mind is like an overworked race horse put into a hackney coach."

371. "Take care of yourself and make the most of any chance of rest."

372. "I am glad you have shaken off the effects of the influenza so quickly."

373. "I have read and re-read your letter and I fail to find in the letter any solid ground for the alarms you express in it."

374. "A few days of rest and good air will, I believe, put you right."



375. "We are rejoiced to hear that you are really so very much better in health."

376. "I cannot say how much I feel for you and share all your doubts and fears and anxieties."

377. "Now I know that you yourself have conquered your grief and that you view life again with firm courage! I am comforted by this."

378. "Take care of yourself and recover with all despatch."

379. "Be careful of your health; the rest you will do without advising."

380. "It was not till Friday evening that I learned through our Chamu how bad you were in health. I am so sorry that till that morning I had been writing trivialities to you. I am glad, however, that you are now on the road to speedy recovery."

381. "And I do thank GOD with all my heart that after all the trouble and anxiety, the day finds you with restored health, and able once again to take comfort and give comfort in your work."

382. "I wish you would get stronger: tho' I know your sickness to be in no wise dangerous to life, I do not like to see you so emaciated."

383. "We rejoice to believe and see that you are much better in spirits and health than you were, having shaken off the effects of influenza."

384. "The news that you had got out of bed again was, of all others the most welcome here."

385. "Get strong again."

386. "Get well, keep well — no danger of our 'forgetting' you, of our ever getting 'angry' at you."

387. "I was awfully glad to hear from you and to know that you are all right and are having a good time."

388. "I hope that you are now feeling really stronger and better."

389. "I can do nothing but pray for you; that I will do as long as I live."

MEN ARE VALUED NOT FOR WHAT THEY ARE, BUT WHAT  
THEY SEEM TO BE

390. *To a friend who neglects his health* :—"You are very, very foolish in going on without some trial, at least of advice and remedies. I am sure your headaches could be very much mitigated; and cough and all kinds of derangements will come upon neglect. Whatever one's own belief and feelings in the matter, it is a thing one owes to those who are anxious and careful, not to neglect reasonable care of one's health and life."

### In Great Haste

391. "I am sorry to send such a hasty note, but I have much to do."

392. "Now, my dearest Gopu, I must end. Write to me every week, nice long letters and tell me you are happy and well....."

393. "More, more, very soon, more news you will have from me now, in haste."

394. "This in haste! More soon!"

395. "In great haste, and knocked to pieces."

396. "We very deeply appreciate all the kind and sympathetic things you say. . . ."

397. "I long to tell you all I have seen and done; but it would fill a volume; and they must lie over till we meet."

398. "I wrote my last letter so hurriedly that I felt it ungracious and inadequate."

399. "Your eager expectation of hearing from me compels me to write immediately. . . ."

400. "To you therefore — as always — briefly and to the point."

401. "I am writing sooner than I intended because I cannot refrain from taking up my pen after a day that has brought staggering news."

402. "I write in haste — we love you so dearly — and miss you so terribly — God bless you, darling boy."

403. "I must close in haste and will write further tomorrow."



404. "Now you must undertake to write a long letter almost without loss of time."

405. "And now no more for a time."

406. "I can't write any more, I have not a moment."

407. "This is just an advance notice of a longer letter I'll be writing you within another ten days."

408. "I had surely innumerable other things to say ; and in the hurry, my memory has got entirely confused."

409. "I am afraid this letter will have to be written all in little snatches. . . ."

410. "I have unfortunately no time to write to you at length and thank you for your dear letter of the . . ."

### On Many Things

411. "I pray to God to have you in His holy keeping while you are away, and bring you back in peace to your dear ones, among whom please reckon me as one.—Ever your affectionate friend."

412. "One can only hold fast to the belief that resignation and gratitude are the never-dying principles with which we must accept what life brings, the blessings and the trials, the grief and the happiness, the sunshine and the darkness which are inseparable."

413. "If you see Gopu, as you are likely to do, remember me between you."

414. "Let me see, the best way to answer your letter is to look over the document itself and go on answering it....."

415. "I am very happy and feeling wonderfully well. . . . But man is never contented even at his contentment."

416. "You like to hear from me : this is a very good reason why I should write. But I have nothing to say, this seems an equally good reason why I should not."

417. "I have not felt so well and so happy for a long time as I do now. Therefore I set it down and record it here"

418. "Now is it not odd ? I was going to write to you this very day, and in comes your letter. . . ."

419. "I'm rather at a loss to know how to begin."
420. "Didn't our last letters cross each other?"
421. "Though I have not a very great deal to tell you...."
422. "I must write on the Pongal day itself to say how much I think of you."
423. "I really must answer your lugubrious letter at once."
424. "Excuse my pen running on. . . ."
425. "Don't you know it's infernally painful sitting down and taking farewell of friends?"
426. "See what a time I have been taking without ending my letter."
427. "What events have happened since I wrote last! Here I am out of office — no more 'red tape' for the present."
428. "I had kept the matter a profound secret and meant to do so till....."
429. "Do not let any one read this letter; none but a real friend can bear such egoistic vanity; but I know whom I am writing to."
430. "The more I think over your charming hospitality and friendly labour and loyal service, the more I feel touched....."
431. "My dear Ramachander — You will excuse my thus addressing you, for I have a horror of using the 'Sir' or 'Sri' when writing to a *friend*."
432. "We are having a royal time here. All very well and very happy."
433. "What fun you must be having and how I envy you!"
434. "We are so delighted to know you are well."
435. "How happy are we to know that you have got a quick promotion!"
436. "I hope we may meet soon, and we shall always be delighted to hear from you if you have time to drop me a line about any new thing."
437. "I have no doubt you will be anxiously looking out for news from me, so I'll set to work early and give you a long letter."
438. "I much regret I have to write without seeing your letter, which, owing to some delay in the mail, has not yet arrived. I am hoping it contains nothing but good news and



unfailing love from you all. You are all doing quite well, I trust."

439. "Let me know often how Chj. Gopu is, and kiss the child for me."

440. "Give my love to everybody."

441. "My letters need no prompt replies. They are written because I like to keep in touch with you."

442. "I have been thinking of you constantly, during long stretches, day after day."

443. "In spite of all your greatness and high position, you have always been 'Kittu' to me.

444. "It has often been in my heart to write you a short note to let you know how intensely interested I am in all that affects you, and how my sympathies are always with you."

445. "Give my love to Ramu, Kittu and Pattu, and my other friends. I think of them much and often."

446. "I treasure your friendship and every evidence of it heartens and helps me....."

447. "My head is in such a state of whirl, I do not know where I am hardly — whether I am in a dream or awake, what yesterday was and what to-day is."

448. "Yesterday evening a loud rap was suddenly heard at my door, and Balu was with us."

449. "This is only for you and Mother. I thought you would like to know all about it."

450. "Barrie's praise was a very heart-felt brand: Your first instinct is always to telegraph to Jones the nice thing Brown said about him to Robinson; you have sown a lot of happiness that way."

451. "I usually make no attempt to answer the letter of anyone that fails to furnish his address at the beginning or the end. I am having a guess at yours from the one which was rendered indecipherable while tearing open the envelope."

452. "May the Lord be praised a thousandfold for this."

453. "Born and bred a bigoted hater of letter-writing as I confess myself to be."

454. "I seem to have accumulated a number of things to tell you."

455. "I have a miscellany of small things to say to you."
456. "This letter has run long enough."
457. "I hope you continue to have good accounts of Raju."
458. "And in the meanwhile, mum's the word."
459. "Remember that your heart is God's little garden."
460. "Good God! What a long letter!"
461. "In the midst of all this bustle and hurry I must write you a few words to say that the wedding is over and that all has gone off very well."
462. "Raja's great joy over the marriage of your sister is really touching. I am also very glad in the widest sense of the word!"
463. "I really ought again to apologise for writing so much about ourselves, but one's pen runs on when one thinks of the kind and sympathetic spirit of the one to whom one's words are addressed."
464. "I am getting on well in my business and hope to enlarge it considerably."
465. "There is little news stirring."
466. "I hear from a perfectly reliable source—."
467. "I am very sorry to learn that my last long letter has offended you."
468. "In answer to the question, 'How are all of you?' there is much that could be said."
469. "I am afraid you will think my writing to you an impertinence in any case. I hope, however, that I should diminish my impertinence by enclosing letters of introduction from 'mutual' friends."
470. "True inward happiness is to be sought only in the internal consciousness of effort systematically directed to good and useful ends."
471. "Here we are! All loving each other in a wonderful world, full of colour and movement and structure and purpose: brothers or sisters of the sun and moon."
472. "Let us all cheer up and do what we can by cheerfulness to help."



473. "Pardon me for this long letter but I never write unless there is strict necessity."

474. "In the midst of sorrow, distress and trouble, the thought of you is always a comforting and cheering one."

475. "Words are too weak to say all I feel for you...."

476. "You have the warmest sympathy of all, and all the people in the house take the deepest interest in you..."

477. "I hope that I shall always be able to hear from you and write to you often."

478. "I am too tired to answer your letter properly to-night — it is striking XII — but I won't let another day pass without an acknowledgement."

479. "I have heard so much of you that I almost feel we know each other; hence the familiar style."

480. "I did not remember it till your silence called it to my mind that when friends part, it is the travelling parties who must write first..."

### To Close Letters Courteously

481. "Good luck to you. You'll get it, I have no doubt."

482. "What else can I wish you in your trip — good company, good weather and good luck?"

483. "And now I bid you farewell, and commend you to God."

484. "Briefly, greetings, thanks and other things!"

485. "A thousand cordial greetings to you and yours."

486. "God bless you, and make you still happier."

487. "God strengthen you and bless you."

488. "God bless you, my dear son."

489. "May the blessings of the gods be yours!"

490. "God be with you always, my dear Friend!"

491. "Be happy, grow well!"

492. "God be always with you all!"

493. "Good winds go with you!"

494. "Well, God bless you and keep you. . . there is not one like you in all the world to-day."

495. "God bless you, dearest Deenan — you and all that belong to you."

496. "May He be with you, with your beloved wife and with all your family."
497. "Begging for a line in reply."
498. "Ever gratefully mindful of your friendship."
499. "Begging you to let me know your inclination in the matter."
500. "Once more wishing you every happiness."
501. "Fruitful greetings from."
502. "Expressing my profoundest respects."
503. "Yours, My Dear and Splendid Somu, always and ever, and more than ever." •
504. "In all tender affection."
505. "Wishing you an easy and happy summer."
506. "Ever, dearest daddy, your loving son."
507. "Ever, my dear Chamu, so constantly yours."
508. "Wishing you all success and prosperity,"
509. "Again cordial greetings from"
510. "Again with my blessing and best wishes,"
511. "Assuring you of my constant friendship,"
512. "Again thanking you for your great kindness,"
513. "Bless you! I trust and believe you are safe."
514. "All beg to be remembered to you."
515. "We are all very well and cheerful."
516. "I must stop. We all send our love."
517. "All good wishes to all of you."
518. "Farewell, dear brother, I won't prattle further."
519. "But I must stay my gossiping hand."
520. "Osculate my brothers for me; likewise my tiny sister."
521. "Please remember me with respect and affection to your uncle."
522. "To the most respectful greetings to your father, I add the assurance of the most friendly feelings for yourself."
523. "I hope the boys are all flourishing and doing well in their respective pursuits and careers."



524. "Love to all and kiss my tiny brothers when you see them."

525. "I must now conclude, and with best love to all."

526. "Remembrances to all once more, and heartiest respect to our good Mother."

527. "Remember me kindly to all our friends there."

528. "Tell the children that I yearn toward them tenderly."

529. "Will you say all that is tender and affectionate to dear Kichu from me and wish him every happiness — he knows what I think of him and what a great affection I have for him?"

530. "Do not forget to thank Somu for me and also Mr. Pandyan for his letter."

531. "Give my respects to our uncle and many messages to Ramu, Gopu and all my friends."

532. "With my best thanks, again, for your charming present,"

533. "With all good wishes and many thanks again,"

534. "With all regards, and every good wish for the year now fairly launched,"

535. "With unceasing gratitude and the highest respect,"

536. "With warm respect and affection,"

537. "With the most cordial and respectful greetings,"

538. "With expressions of my esteem,"

539. "With many ineffaceable remembrances and kind wishes and regards,"

540. "With many affectionate greetings,"

541. "With best wishes for your well-being,"

542. "With renewed wishes for your happiness and blessings to you and to your wife,"

543. "With warmest regards and the best of good wishes from both of us to all of you,"

544. "With many thanks again, and all good wishes,"

545. "With my friendly thoughts and my most affectionate remembrance,"

546. "With my best remembrances to you all,"

547. "With the kindest and best greetings from us to you and yours.....,"

548. "With truest kind wishes,"
549. "With sincere remembrances,"
550. "With my heartiest regards to all of you,"
551. "With a thousand greetings,"
552. "With warmest regards and good wishes,"
553. "With affectionate remembrances,"
554. "With kindest regard to all your circle,"
555. "With my sincerest respects,"
556. "With fondest love to my beloved Mother and tiny sisters,"
557. "With fond love to all,"
558. "With love to all and to Chechu in particular,  
I am,  
Yours sincerely,"
559. "With apologies for the poverty of expression of this wearied pen,  
I am,  
Your good old,"
560. "With innumerable good wishes,  
I remain,  
Very sincerely yours,"
561. "With respects, dearest mother,  
Ever your fondest,"
562. "I cherish your memory always, and am yours,  
Ever so sincerely,"
563. "I wish you heartily, all peace and plenty and am yours, my dear Dharman,  
Yours affectionately,"
564. "I commend you all to felicity and am, my dear Dheenan,  
Yours always,"
565. "I rain good wishes on you and yours and am,  
Yours always,"
566. "Good night — good morning. I bless your house, its glorious mistress and its innocent heir.  
Yours always and ever,"



567. "I send my filial duty to father who I hope is worrying comfortably through the winter — which I am afraid must be severe there and looking and listening always for a letter,

I remain,  
My most beloved Mother,  
Yours very loving,"

568. "Recall me, please, to your father's kindest remembrance, and believe me,

Yours evermore,"

569. "Wherever you go, whatever you do, receive and distribute among your wife and children, the blessings of

Yours ever,"

### **Courteous Leave-takings in Business Letters**

570. "Trusting that these favourable terms will prove acceptable to you, and awaiting your reply,"

571. "Trusting soon to have the pleasure of receiving a repetition of your orders,"

572. "In the hope that our mutual relations will always be of a pleasant character,"

573. "Soliciting the continuance of your support,"

574. "Assuring you of our sincere thanks and absolute confidence,"

575. "Trusting to be favoured with your further orders,"

576. "In the hope that this trial order will lead to an enduring connection with you,"

577. "Thanking you for the support you have hitherto accorded us,"

578. "Assuring you of prompt and careful co-operation,"

579. "Assuring you of every courtesy,"

580. "Regretting our inability to serve you in the present instance,"

581. "Assuring you of our entire willingness to comply with your request,"

582. "Trusting to receive a continuance of your commands, which we shall always execute with the greatest care,"

## 17. BANKING LETTERS

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### INTRODUCTORY

In all advanced countries most of the people know about "Banking" and use "Banks" for almost all their money transactions; and, so, in those countries the greatest part of the supply of money consists of "*Bank Deposits*", known also as "*Bank Money*". The Bank Deposit is simply a money owing by a Bank to *its* constituent and the latter settles his debts to his creditors by making over to them parts of his "credit balance" or "Bank Deposit" or "Bank Money". These usually take the form of a cheque on a "current account" and it is by circulation of such cheques, most transactions are settled.

There was a time when Banking engaged the attention of only the rich and when a Bank was considered to be a mere depository, but now the number of these who want to know something about Banking has greatly increased and it has now also been definitely recognised that a Bank's functions are manifold.

The dependence of commerce upon banking has become so great that cessation, even for a day or two, of the banker's activities would affect adversely the economic life of a country. And, so a bank is one of the most important institutions of a country and our people must have not only an elementary knowledge of a Bank's routine but should also know how to correspond with a Bank.

Unlike other ordinary letters, Banking Correspondence requires a certain peculiar technique, phraseology, brevity and precision and must be factual.

It is equally important for a customer to be careful and elegant in his letters to a Bank as the Bank would judge of him by his letters.

In short, the Bank and the client should remember that "Good Style, Tact and Courtesy, Secrecy, Brevity without sacrifice of perspicuity or clearness and accuracy" should be maintained in all Banking Correspondence and the following examples will, it is believed, be of some guidance in that direction.



**583. Letter from a new customer wishing to open a Savings Bank Account****S. RAMESH.***24, R. K. Street,  
QUILON,  
20-4-1951.*

*To  
The Standard Bank, Ltd.,  
QUILON.*

*Dear Sirs,*

As I am desirous of opening a Savings Bank account with your Bank, I shall thank you to please let me know the preliminaries to be gone through, and also let me have the necessary account-opening forms and a copy of the rules of business.

Thanking you,

*Yours faithfully,  
S. Ramesh.*

**584. Reply to the above  
THE STANDARD BANK, LTD.**

*QUILON,  
21-4-1951.*

*To  
Mr. S. Ramesh,  
24, R. K. Street,  
QUILON,*

*Dear Sir,*

We thank you for your letter of the 20th instant, and shall be glad to open a Savings Bank account for you. The account opening form is enclosed herewith which may please be retransmitted to us duly completed and signed by you together with your initial remittance. A copy of our rules of business is also enclosed.

It is the usual practice that a new constituent should be introduced to the Bank by another constituent known to us. We trust you will have no difficulty in obtaining such an introduction.

*Yours faithfully,  
P. K. MENON,  
Manager.*

### 585. Customer asking for a Loan on his Fixed Deposit Receipt

N. RAMANAN.

247, Brindavan Street,  
KRISHNAPURI,  
17-9-1951.

To  
The Swatantra Bank, Ltd.,  
GAJULAPALLE.

Dear Sirs,

I confirm my telephone conversation with you this morning in which I expressed a desire for Loan facilities against my Fixed Deposit Receipt issued by the Lucky Bank, Ltd., for Rs. 8,500.

As soon as I receive your reply in the affirmative, I shall send the F. D. R. together with any forms to be completed in respect thereof.

I trust that you will be kind enough to grant me a loan and give me as favourable terms as you can regarding the rate of interest, margin, etc.

Thanking you,

Yours faithfully,  
N. Ramanan.

### 586. To the Secretary of a Public Ltd. Coy. in regard to opening a Current Account

THE NEW RELIEF BANK, LTD.

BANKOPUR,  
20-5-1951.

The Secretary,  
The Steady Services Co., Ltd.,  
SARVESH PUR.

Dear Sir,

Re.: Opening of a Current Account.

We have received your letter dated 18-5-1951 enquiring as to the conditions under which a Current Account may be opened with this Bank. We have pleasure in enclosing herewith a copy of the rules governing Current Accounts. You will find therefrom the conditions under which accounts are con-



ducted by us, and the incidental charges involved must necessarily be determined according to the volume of your transactions and also according to the balance kept or accommodation sought for.

Before opening your account, we would request you to furnish the following papers for the regularity of our records ;

1. Certificate of Incorporation.
2. Copy of the Memorandum and Articles of the Company.
3. Certificate of the Registrar of Companies that the company is entitled to commence business.
4. Certified copy of the resolution of the Board of Directors to open the account duly signed by the chairman.

We also need specimens of the signatures of all persons authorised to sign on behalf of the company and a copy of the company's minutes confirming this authority.

The enclosed set of opening forms may please be returned to us duly completed and signed.

After we have received these and are satisfied that the Articles of Association have been complied with, we shall give you formal notice that we have opened the account and you will be free to pay in or draw cheques any time thereafter.

*Yours faithfully,*  
*P. JAGADISH,*  
*Manager.*

**587. Letter asking for overdraft facilities**  
**THE BEST BLANKET CO.**

*15, Raipur Road,*  
*OLD TOWN,*  
*20-7-1951.*

*The Excellent Bank, Ltd.,*  
*OLD TOWN.*

*Confidential*

*Dear Sirs,*

With the approach of the rainy season, we intend replenishing our stock of blankets, shawls and umbrellas. As we are desirous of placing large orders with a view to obtaining specially

NEVER TRY TO APPEAR WHAT YOU ARE NOT

favourable terms, we shall be in need of adequate funds during the months of September, October and November. We shall therefore be obliged, if you will grant us overdraft facilities to the tune of Rs. 50,000 during the aforesaid period. We should be in a position to place our account in credit by the end of November next.

Against cover of the overdraft we propose to lodge as security the following marketable shares :

500 Shares of Steel Corporation of Bengal.

20       ,,       Tata Iron & Steel Co. (Deferred Shares).

10       ,,       Bombay Dyeings.

We trust that the Security offered is adequate. We, therefore, request you to grant us the overdraft applied for on favourable terms.

Trusting to be favoured with an early reply,

*Yours faithfully,*  
**R. RAZACK,**  
*Managing Partner.*

### **588. Letter to a customer about one of his cheques dishonoured**

**THE BEST BANK, LTD.**

*To*  
**Mr. K. Panch,**  
**PUNCHPUR.**

**BEST CITY,**  
**14-9-1951.**

*Dear Sir,*

We very much regret to inform you that cheque No. R. L. 28242 dated 3-9-1951 issued by you in favour of Messrs. James & Co. for Rs. 2,930 was presented for payment and was returned back unpaid for want of sufficient funds in your account. There was not sufficient time for us to advise you before so returning the cheque.

2. Perhaps, you have, by oversight, issued this cheque before providing the necessary funds in your account. If so, in future, we request you to retain enough funds to meet your cheques.

*Yours faithfully,*  
**L. CHAND,**  
*Manager.*



**589. Notice to Sticky Loan A/c covered by Shares****THE WEALTHY BANK, LTD.**

Telephone : 10527 (4 lines).

Telegrams : Wealthy.

**NEW CITY,**  
**16-1-1951.***Sri R. L. Dass,*  
*General Merchant,*  
**TAMNAGAR.***Dear Sir,*Re.: *Your loan account : Dr. Rs. 36,000/-.*

In view of the continued depression in the stock market, we have to reduce our commitments against shares. As we observe that the balance in your account is stagnant and as we require reduction of all share accounts, we suggest that you dispose off your holdings if you cannot effect reduction otherwise.

This letter is written with a view to safeguard our mutual interest as the share market shows no material improvement.

Meanwhile, we shall thank you to maintain a margin of 50% on the current market values, for which purpose, please remit immediately Rs. 9,300-0-0 towards margin.

We shall be obliged, if this matter is given your immediate attention.

*Yours faithfully,*  
**R. RAMA RAO,**  
*Manager.*

**590. Letter to a customer advising him to  
close his account****THE LUCKY BANK, LTD.****LUCKPURI,**  
**24-6-1951.****To**  
**Messrs. Nila & Co.,**  
**NILAPUR.***Dear Sirs,*

We very much regret to bring to your kind notice that your Cheque No. 248645 dated 20-6-1951 for Rs. 3,780/- drawn

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**NO ROSE WITHOUT A THORN**

on your account has today been returned unpaid due to want of sufficient funds in your account.

2. Till now, we have returned two of your cheques unpaid for which you have neglected to make any provision. Such steps are injurious to your own credit. At the same time they cannot enhance our reputation.

3. Under the circumstances, we are reluctantly compelled to request you to close your account.

4. Your account will be continued upto 23-8-1951 to enable you to make other arrangements.

Thanking you,

*Yours faithfully,*  
**R. KISHOTE,**  
*Agent.*

### **591. Customer giving Standing Instructions to his Bankers**

**T. M. DORAISWAMY, B.A., B.L.,**  
Advocate.

*2, Main Road,*  
**KANNANAGAR,**  
*7-5-1951.*

**To**  
*The Super Bank, Ltd.,*  
**SUPERPURI.**

*Dear Sirs,*

I shall be obliged, if you will effect the following periodical remittances until you hear contrary to this.

- (1) Remit Rs. 35/- to the Sun Life Assurance Co. of Canada on the 1st of every month towards premium on my Policy No. 643647.
- (2) Remit by M.O. a sum of Rs. 15/- on the 10th of each month to Stri Sadhana, Mylapore, towards my monthly subscription.
- (3) Credit proceeds of all my dividends and coupons to my No. II a/c.



The standing order form sent to me is enclosed herewith duly completed and signed by me.

The amount of the above remittances to be effected, and all your charges in connection therewith may be debited to my account.

Please acknowledge receipt of this letter.

*Yours faithfully,*  
*T. M. Doraiswamy.*

**592. Letter acknowledging receipt of Instructions  
to pay subscriptions, etc.**

THE SUPER BANK, LTD.

*SUPERPURI,*  
*9-5-1951.*

*To*  
*Mr. T. M. Doraiswamy, B.A., B.L.,*  
*Advocate,*  
*2, Main Road, KANNANAGAR.*

*Dear Sir,*

We are in receipt of your letter dated 7-5-1951 enclosing a standing order in respect of the payment of your monthly subscriptions.

We shall be pleased to comply with your instructions regarding them.

We also note that you wish all dividends and the proceeds of coupons collected by us on your behalf to be credited to your No. II account.

Thanking you,

*Yours faithfully,*  
*G. SESHAGIRI,*  
*Manager.*

## 593. USUAL BANK HOLIDAYS

Under the explanation to Section 25 of the Negotiable Instruments Act, 1881 (XXVI of 1881) the following days besides Sundays have been declared Holidays for the year 1952 :

<i>Months</i>	<i>Date</i>		<i>Holiday</i>
*JANUARY	1	...	... New Year's Day
"	...	...	... Vaikunta Ekadasi
"	...	...	... Bhogi
"	...	...	... Pongal
"	...	...	... Mattu Pongal
*"26	...	...	... Republic Day
*FEBRUARY	...	...	... Mahasivaratri
MARCH	...	...	... Telugu New Year's Day (Except in Malabar District)
*APRIL	...	...	... Good Friday
"	...	...	... Tamil New Year's Day
JUNE	...	...	... Ramzan
"	30	...	... Half-Yearly Closing of Bank Accounts (not a holiday for other Govt. Offices including Non-Bank treasuries)
AUGUST	...	...	... Avani Avittam
*"15	...	...	... Independence Day
"	...	...	... Vinayaka Chathurthi
*SEPTEMBER	...	...	... Bakrid
"	...	...	... Sri Narayana Guru Dev's Birth- day (in Malabar District only in lieu of Telugu New Year's Day)
*"...	...	...	... Sri Jayanthi
"	...	...	... Mahalaya Amavasai
*"...	...	...	... (Ayudha Puja
"	...	...	... "Vijaya Dasami
*"...	...	...	... Muharram
*OCTOBER	2	...	... Mahatma Gandhi's Birthday
*"...	...	...	... Deepavali
*DECEMBER	...	...	... Meeladi Nabi
*"25	...	...	... Christmas Day
"	...	...	... Vaikunta Ekadasi
"	31	...	... Annual Closing of Bank Accounts (not a holiday for other Govt. Offices including Non-Bank treasuries)

*\*Usual Postal Holidays.*



## 18. INSURANCE LETTERS

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### INTRODUCTORY

There are many kinds of Insurance ; the chief of them are LIFE, FIRE, ACCIDENT AND MARINE.

In these busy days, accidents and fire occur often resulting in loss of life and property. It is quite essential therefore that all prudent people must insure against all such risks.

The few letters given below are *not exhaustive* but they are intended to serve as rough specimens in the day-to-day working of the business as it obtains today.

### 594. Advice on Life Insurance

“ *Bhurangam Buildings* ”,  
Thyagarayanagar,  
MADRAS-17, Jan. 25, 1951.

*My dear Bala,*

I am very glad to hear that you propose to insure your life ; indeed, every young man must do it as urgently as possible ; it is a sacred duty he owes unto his family.

But, if any insurance agents get to know you are “ in ” for it, they will make your life miserable — so, keep your idea confidential and choose the best firms ; in my opinion (i) .....  
.....and (ii).....are very good firms indeed.

Having chosen the company, the next important thing is to choose the TABLE or PLAN of Insurance ; the prospectus of the firm will give you the details and you will find many a Table therein. But, do *NOT* go in for any kind of Assurance other than the one whereby you can effect an Assurance of your life by Limited Payments, payable *with profits* to your heirs, *only after your death*.

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OF THY SORROW BE NOT TOO SAD, OF THY JOY BE NOT TOO GLAD

This is what is called as “WHOLE LIFE ASSURANCE BY LIMITED PAYMENTS WITH PROFITS”.

Let me describe it more fully :—

Under this plan, the sum assured is payable at death, but the payment of premiums is usually limited to one year or from ten to forty-five years at the option of the applicant. This may differ from firm to firm slightly.

*The advantage of this plan is that you are relieved of the necessity of paying premiums in your old age and you know the maximum number of premiums you will be called upon to pay.*

These policies, besides being non-forfeitable, acquire a Surrender and a Paid-up Value usually after two years' premiums have been paid. The with-profit policies participate in the profits of the company up to the time of death even after the specified premiums have ceased.

*Illustration :—*One aged 25 years next birthday insuring under this table may secure a policy for Rs. 1,000/- with profits payable at death by payment of a yearly premium of about Rs. 40/-, the premiums terminating after 25 years or at death if earlier. After the expiration of the said period, the assured is exempted from further payment, but one's policy continues to participate in profits as one lives.

Let me again and again repeat that the above is the best and the most economical form of insuring one's life: the advantages are manifold; people may sing praises of “Endowment Assurance”, “Children's Educational Annuity”, “Family Income Option Benefit”, etc. etc.; do *not* touch any of those Tables; if you consider well, in the “Whole Life—Limited payment—With profit” scheme, all the advantages of all other Tables can be seen to dwell inside! So, my dear Bala, go in only for that Table and advise all your friends to do so.

God bless you, my dearest, dearest, dearest Bala, with a clean Bill of Health and a First Class Life!

*Ever most affectionate  
Uncle of yours,  
T. N. Chakrabarthy.*



**595. Asking for Prospectus**

**MADURAI,**  
18-1-1951

*From*  
**K. Rajan,**  
*Clerk, District Agricultural Office,*  
**MADURAI.**

*To*  
*The General Manager,*  
*Calcutta Mutual Life Assurance Society, Ltd.,*  
**CALCUTTA.**

*Dear Sir,*

Please send your latest Prospectus and Tables of Rates containing the various schemes of insurance, as I have an intention of getting my life insured.

An early response will be much appreciated.

Thanking you,

*I am,*  
*Yours faithfully,*  
**K. Rajan.**

**596. The Loss of a Policy**

**TINNEVELLY,**  
15-12-1951.

*From*  
**K. Ramaswami,**  
*Merchant,*  
*15, Bazaar Road,*  
**TINNEVELLY.**

*To*  
*The Manager,*  
*The Calcutta Mutual Life Assurance Society, Ltd.,*  
**CALCUTTA.**

*Dear Sir,*

Re.: *Pol. No. : 152676—Self.*

I regret to state that I have lost my original policy. Kindly advise me your requirements for the issue of a duplicate policy and oblige me.

Thanking you,

*I am,*  
*Yours faithfully,*  
**K. Ramaswami.**

**597. Reply to above****THE CALCUTTA MUTUAL LIFE ASSURANCE  
SOCIETY, LTD.**Ref. No.: L. 15. TN.*CALCUTTA,  
18-12-1951.**Sri K. Ramaswami,  
Merchant,  
15, Bazaar Road,  
TINNEVELLY.**Dear Sir,*Re.: Pol. No.: 152676—Self.

We have your letter dated 15-12-1951 and we are sorry to learn from it that you have lost the original of your policy ; to enable us to issue a duplicate of the policy, we would request you to comply with the following requirements :—

- (1) An application should be made that, inasmuch as the original policy has been lost, a duplicate may be issued ;
- (2) The loss of the policy should be notified at your cost in a well-known newspaper as per specimen enclosed and a copy of the newspaper should be sent to this office ;
- (3) A declaration (specimen enclosed) duly executed by you on a stamp paper worth Rs. 2 before a Magistrate, Judge, J. P. or Government Gazetted Officer should be filed with the Society ; and
- (4) A fee of Rs.....should be paid to us to cover incidental charges.

When the aforesaid requirements are fulfilled to our satisfaction, a duplicate policy will be issued, unless any objection is lodged with us within one month from the date of the notification referred to in (2) above.

**Thanking you,**

*We are, Yours faithfully,*  
for The Calcutta Mutual Life Assurance  
Society, Ltd.,  
**R. NAGESH,**  
*Manager (Claims Sn.).*

*Enc. 2.*



**598. Asking for an Agency in General Insurance**

*INSUREPETA,  
1-2-1952.*

*From  
R. Raghavan,  
1001, Assurance Road,  
INSUREPETA.*

*To  
The Manager,  
The All Round Assurance Co., Ltd.,  
ASSUREPOOR.*

*Dear Sir,*

*General Insurance.*

With reference to your Circular dated 30-1-1952, I shall be glad to work as an Agent in "General Insurance". I would therefore request you to send me the particulars of the different types of Insurance, you handle, and the terms on which you entertain agents.

**Thanking you,**

*I am,  
Yours faithfully,  
R. Raghavan.*

**599. Motor Insurance**

*The Moon Motor Insurance Co., Ltd.,  
MOTOR NAGAR.*

*8, Ravipuram Street,  
MOTOR NAGAR,  
28-11-1951.*

*Dear Sirs,*

*Sub.: Insurance of my Ford Car MSC 15236—Policy No. 1090.*

As it is, the above policy covers "third party risks only". I desire to have it covered fully against loss and damage due to fire, accident, etc. for a sum of say, Rs. 2,000/-; will you kindly agree to suitably endorse the policy and if so, please state the proportionate additional premium payable to you up to 16-4-1952?

I may add, in this connection, that I am about to insure my building against Fire and the intending Insurer offers to take up the insurance of my car also but, as it is my desire to fully complete this car insurance with your good selves, I am writing this to you now. Please reply.

*I am, Yours faithfully,  
R. Palaya Mottar.*

## 600. Fire Insurance

THE SHIVJI INSURANCE CO., LTD.

*Department : FIRE.*

*AGNIPOOR,  
20-11-1951.*

*To  
Shri V. Varun Baghwan,  
65, Vayu Street,  
AGNIPOOR.*

*Dear Sir,*

### *Fire Insurance.*

With reference to our representative's interview with you yesterday regarding the fire insurance of your house and godown containing books and paper, we wish to inform you that the premium rate will be 3 as. % provided no sales — wholesale or retail — are carried on in the premises ; otherwise, the rate will be 5 as. %

We are sending herewith a Fire Proposal which please fill in and send on to us.

Thanking you,

*We are, Yours faithfully,  
for The Shivji Insurance Co., Ltd.,  
L. FIREPROOF,  
Manager.*

*Enc.:*



## 19. MUNICIPAL CORRESPONDENCE

### INTRODUCTORY •

Municipal Corporations, Municipalities and Panchayats are referred to as Local Bodies. They are in control of the civic affairs of the locality, like sanitation, drinking water-supply, drainage, street-lighting, registration of births and deaths, provision of amenities like parks, play-grounds, radio, markets, maternity hospitals, poor-houses, etc. They levy certain taxes for their upkeep and spend the monies realised thereby for the discharge of the functions with which they are charged by statute.

The executive functions of Corporations and Municipalities are discharged by the Commissioners and those of a Panchayat, by the Executive Officer. All letters of a routine nature relating to Municipal matters are to be addressed to the Executive Officer in the case of a Panchayat and to the Commissioner, in the case of a Municipality. In Corporations and big Municipalities there are officers incharge of the several departments like Health, Water-works, Education, etc. Where there are such departmental heads, letters concerning their departments are to be addressed to such officers.

In this section are included sample letters relating to correspondence on Municipal letters.

### MODEL LETTERS

#### 601. Reporting Birth of Child

*417, High Road,  
Royapettah, MADRAS-14,  
18-7-1953.*

*To  
The Health Officer,  
Corporation of Madras,  
MADRAS-3.*

*Sir,*

This is to report that a male child was born to me this morning at my residence noted above. This is my third child.

*Yours faithfully,  
K. Gopalasami Chettiar.*

**602. Asking for the Issue of a Birth Certificate**

84, Tank Street,  
GOPALPUR,  
9-5-1954.

To  
The Commissioner,  
Gopalpur Municipality,  
GOPALPUR.

Sir,

Sub.: *Issue of a birth certificate.*

I have been a resident of this place from 1934. A male child was born to me on 7-7-1938 and I have duly reported its birth at the municipal office in person on 8-7-1938.

There is a doubt about the date of birth of my son who is now reading in the Sixth Form and has to appear for the S.S.L.C. examination. The school authorities have asked me to produce a birth certificate from the municipal authorities.

Hence this application for the issue of a birth Certificate for my son. I have remitted the necessary fee and request you to issue the birth certificate expeditiously.

Yours faithfully,  
K. Rajaram.

**603. Application for the Issue of a Licence  
for a Firewood Depot**

222, North Main Road,  
RAJAMPET,  
7th August, 1953.

To  
The Commissioner,  
Rajampet Municipality,  
RAJAMPET.

Sir,

I, Rajaram Naidu, residing in the premises noted above desire to carry on trade in firewood in the open space in the compound of my house. I request you to issue a licence therefor. I have this day remitted the necessary licence fee in your office.

Yours faithfully,  
R. Rajaram Naidu.



**604. Complaint about Non-removal of Rubbish**

*17, 7th Main Street,  
CHATRAPUR,  
14th June, 1954.*

*To  
The Municipal Health Officer,  
CHATRAPUR.*

*Sir,*

I have to regretfully bring to your notice that the accumulations of rubbish and debris have not been removed from the street dustbins and the street sides in the above street in ward No. 4 for the past one week. Neither the Ward Maistry nor the Sanitary Inspector has visited the street to supervise the removal of street rubbish during this period. I would therefore request you to look into the matter urgently and issue instructions to your sanitary staff to attend to the removal of the rubbish and waste without further delay.

*Yours faithfully,  
S. AURUMUGAM,  
Resident of House No. 17,*

**605. Application for putting up a Marriage Pandal**

*24, North Tank Square,  
17th Ward,  
CLOSEPET,  
15-4-1953.*

*To  
The Commissioner,  
Closepet Municipality.*

*Sir,*

*Sub.: Request for putting up marriage pandal*

I propose to celebrate the marriage of my daughter on 7-5-1953 in my house and, in that connection, propose to put up a marriage pandal in front of my residence measuring 100' by 20'. I request you to grant permission for putting up the pandal and using it from 5-5-1953 to 9-5-1953 both days inclusive. The necessary fee will be credited into the municipal treasury on receipt of intimation of the amount due.

*Yours faithfully,  
N. Sivasanker.*

**606. Application for Water Tap Connection**

*53, Muniandy Street,  
MADRAS-13,  
5th October, 1955.*

*The Water Works Engineer,  
Madras Corporation,  
MADRAS-3.*

*Sir,*

*Request for water tap connection to above premises.*

My house and residence at the above mentioned address is not at present having a supply of wholesome and pure drinking water as it has not yet got a water tap connection. The house is assessed to property tax on an annual rental of Rs.380 and under Section 169 (1) of the Act, I am entitled to have water supply connection from the nearest water supply main of the Corporation.

I propose to instal two new taps in my residence in the spots marked in the plan sent herewith. I request that orders may kindly be issued to grant the necessary water supply connection to my residence. The internal laying of the pipes and the fixing up of the taps will be completed by a licensed plumber and the date of completion of this work will be intimated to you on receipt of your orders.

*Yours faithfully,  
S. Albert Jesudasan.*

**607. Application for License for House building**

*10, Veerabahu Street,  
West Mambalam, MADRAS-17,  
10th July, 1955.*

*The Commissioner,  
Madras Corporation,  
MADRAS-3.*

*Sir,*

*Construction of a building at 10, Veerabahu Street,  
West Mambalam — Submission of plans — Licence  
for construction requested.*

I intend constructing a building in the site at the above address according to the plans sent herewith in duplicate. The



plans conform to the requirements of the Building Rules and the necessary fee was remitted into the Corporation Treasury in chalan No. 208 of 9-7-1955. The building is expected to be completed according to the plans within a period of one year.

I request that the plans may be approved, and a licence for the construction of the building granted as early as possible. An approved copy of the plans may be returned to me.

*Yours faithfully,*  
*W. Rathnaswami.*

### 608. Complaint about mad dogs

*14, Mettu Street,  
Ward No. 7,  
SRIPUR,  
13—4—1954.*

*To  
The Commissioner,  
Sripur Municipality.*

*Sir,*

*Sub. : Havoc of mad dogs — Request for catching  
them and disposing of them.*

The summer has begun in earnest and there are now many mad dogs in the streets. During the last two weeks there have a dozen cases of mad dog bites and people are now terror-stricken and afraid to walk in the streets alone or unarmed lest some rabid dog should suddenly attack them.

As I see no signs of any councillor taking up this matter, I have to bring the above facts to your notice and request you to take prompt and effective steps to round up and catch all the mad dogs and dispose of them according to rules. I would be thankful that in the interests of an anxious public, if this letter is acknowledged and the nature of the steps taken on the representation intimated to me.

*Yours faithfully,*  
*A. Paropakari.*

**609. Intimation of Vacancy of House**

*4, East Mada Street,  
VANCHIPURAM,  
4th May, 1955.*

*To  
The Executive Officer,  
Vanchipuram Panchayat,  
VANCHIPURAM.*

*Sir,*

*House - Assessment No. 4829 — in ward 5 — No. 4  
East Mada Street — Vacancy intimated.*

My house at the above address which had been let out for rent has fallen vacant and remains unlet and unoccupied from 30th April, 1955. This vacancy may be registered in your book and the remission due granted to me in the usual course. A separate communication for remission will not be preferred and hence the amount due may be calculated and paid to me at the proper time or adjusted towards the tax due for the next half year.

*Yours faithfully,  
S. Swaminathan.*

**610. Appeal for Reduction of Profession Tax**

*7, West Main Street,  
SATHYANARAYANPET,  
5th August, 1955.*

*To  
The Executive Officer,  
Sathyanarayanpet Panchayat,  
SATHYANARAYANPET.*

*Sir,*

*Profession tax — Asst. No. 4487 — T. Veeraraghavan  
— appeal for reduction.*

I am assessed to a half yearly profession tax of Rs. 25/- assuming my half yearly income to be Rs. 5,200/-. The demand notice was received by me on the 26th July and the tax was deposited on 3rd August. I am not in receipt of the alleged income, as



my account books would indicate. The turnover of my business is only Rs. 25,010 and my income determined at 4 p.c. thereof would work out to Rs. 1,000/- only and the tax payable on this income is only Rs. 2/- for a half year. I therefore request that the panchayat be pleased to reduce the tax accordingly and to order the refund of the excess of tax paid by me.

*Yours faithfully,*  
*T. Veeraraghavan.*

## 20. ADVERTISING IN NEWSPAPERS

### INTRODUCTORY

In modern days, Newspapers have become the most useful media for getting anything done — for securing a situation or for getting a good assistant, for finding a bridegroom or for leasing out a house, or for acknowledging some good returns, etc., etc. — for all these people have begun to seek the help of Newspapers and in these busy days, it is but proper to do so.

Insertions of such advertisements in newspapers means a heavy expenditure. So the briefer the matter the lesser will be the advertisement charges.

The following examples are therefore placed before our readers with a view to giving them an idea so that they may improve upon them when desiring to insert such advertisements for their actual needs.

### ACCOMMODATION (Available)

**611.** For centrally located business accommodation in Mylapore, inquire 7, Raliappa Street, Mylapore.

**613.** Self-contained family portions. 20, North Kalamman Koil Street, Triplicane, and 2, Pattu Naik Street. Apply former address.

**612.** One spacious first floor hall, area nearly 2,000 sq. ft. newly built and centrally situated in George Town opposite Telephone House, suitable for banks and big offices. Call at 62, Malaiperumal Street, Madras-1 or Phone 7345.

**614.** To let: Spacious electrified Godowns with good water facility at 304, Main High Road, Tondiarpet, Madras. Enquire, Raman Oil Mills, 172, Gandhi Road, Madras-1, Phone: 05119.



**ACCOMMODATION (Wanted)**

615. Wanted a decent self-contained 2 or 3 rooms flat electrified, with water supply, in a good locality. Apply Box No. 12697, c/o "The Republic".

616. Small self-contained flat preferably near Egmore, Chetput, Kodambakkam stations or G. T. Rent about Rs. 50/55. Please write to Box No. 12626, c/o "The Herald".

617. Wanted a decent upstairs flat with airy rooms either in G. T. or anywhere in the city near Tram, Bus or Train, Telephone 4926 or address T. K. Krishnamurthy, 34, Achan Street, Madras-3.

618. Wanted by British Company, Residential Accommodation in Madras City for British Staff — must have at least two bedrooms. Long lease preferred. Offers early to Post Box 817, Teynampet Post, Madras-6.

**ACKNOWLEDGEMENTS****GRAHAPRAVESAM**

619. Mrs & Mr S. Veerabadran, Astro-Palmist, Thirutalaiur (Kistna Dt.), gratefully acknowledge and thank all their friends and relatives for the valuable presents and felicitations received from them on the occasion of the "Grahapravesam" at their new residence "Sri Nilayam" at Nellore on 19th November, 1951. They regret their inability to thank them individually.

**MARRIAGE**

620. Mr. & Mrs. P. S. Raman, Calicut, thank their relatives and friends for their presents and congratulatory messages sent on the occasion of the marriages of their daughter and son Dr. Susila and Chandran with Kumaran and P. Sarada on 20th and 22nd June, 1951 respectively and regret their inability to thank them individually.

621. Mr. K. R. Gopalan of M/s Raman Brothers, Bombay and Madras, acknowledges with thanks the messages of congratulations and presents sent on the occasion of the marriage of his brother K. R. Raman with Sow. Krishnambal at Salem on October 22, and regrets his inability to acknowledge them individually

**BIRTHDAY**

622. Mr. T. V. Radhakrishnan, Asst. to Sri S. Ramanathan, M/s. Narayanan & Co., Ltd, thanks his friends who responded to his invitation in connection with the birthday celebration of his child Sow. Jayalakshmi. He also thanks M/s. Raman, Rajan Bros, Varma, Srimathi Jaya and others, etc., for their performances held at No. 1128, Thiruvottiur High Road, on the 23rd instant. Toys were presented to all kids as gifts.

**BEREAVEMENT**

623. A. R. Kumarappa Chettiar, Wholesale and Retail Shroff and Diamond Merchant, Vellore, acknowledges with thanks the various messages of condolence received from his friends and relations on his recent bereavement at the death of his father, A. R. Krishnappa Chettiar and regrets his inability to acknowledge them individually.

624. Mrs. Daisy Joseph thanks all the Methodist pastors, friends and relatives for their assistance, floral tributes, messages of condolence and attendance at the funeral of her husband, Mr. S. P. Joseph and regrets her inability to reply individually



### ELECTIONS

625. I hereby thank all the voters, who voted for me and for Sri M. Soundara Pandian Pillai who stood as Congress candidates in the elections held on 21-1-1952 in

the Tanjore Constituency and express my sincere gratitude on behalf of the Congress, to all the friends and workers who helped us in various ways.—Gauri Sankar, Kallidaikuruchi.

### AUTOMOTIVE

626. 1950 Style-line Deluxe Chevrolet sedan car Reg. in 1951 bought in U.S.A. Original leather upholstery excellent condition. What offers?

Write to : Raman Bros., Madras-2.

627. For sale — Chevrolet ADC 5001. 1949 model purchased and registered in 1949. Double colour Almond green and Olive green. Brand new show room condition, with tyres in excellent condition. Apply to 1129, Mowbray's Road, Royapettah, Madras.

### BIRTHS

628. Vasudevan. On October 9, 1951, at the Louise Nursing Home, Calcutta, to Amrita, wife of B. Vasudevan, Kamarhatty, Jute Mills, a son.

629. To Kamala, wife of V. P. Rajam, Imperial Bank of India, a son, on the 10th November.

630. A girl on October 15th, 1951 to Mrs. and Mr. Krishnan of Messrs. Roy & Co., Madras.

### DEATH

631. Dr. V. P. Mudaliar of Madurai passed away on 18-11-'51 at the age of 80 at his residence. He was a Rao Bahadur and a Leading Medical Practitioner for above 40 years. He was Chairman delegate of the Madurai Municipality and president of the Temple Committee for a period. He was the Worshipful Master of the Local Masonic Lodge & Secretary of the Discharged Prisoners' Aid Society & S.P.C.A., Madurai for a long time. He has left a large circle of friends and relatives to mourn his loss.

632. D. R. Joseph, beloved husband of Mrs. Rosy Joseph, entered

into eternal rest at 9-45 p.m. on Saturday, the 5th January. Funeral at 5 p. m. on Sunday, at St Mary's Cemetery, Mandavalli. Cortège will leave his residence at 4-30 p.m.

"For ever with the Lord."

633. Sri M. Kesavan, M.A., L.T., Retired Lecturer in English, Govt. Teachers' College, Saidapet, Madras Educational Service, expired at 10-15 a.m. on 13-11-'51 after a brief illness at his residence, 24, Narayana Mudaly Street, G. T., Madras, leaving his wife, and two sons to mourn his loss.

### FINANCIAL

634. Wanted loan Rs. 2,500/- on house-mortgage in city. Box No. S-489, c/o "The Mail".

635. Wanted a loan of Rs 1 lakh

or a partner for an agricultural farm. Please correspond to Box No. 13313, c/o "The Evening Herald".

636. Good opportunity for financiers to invest their money. Wanted Rs. 40,000/- against Business worth Rs. Two Lakhs. Apply Box No. BR-168, c/o "The Mail".

637. A Government servant earning Rs. 270 p.m. needs a loan of

Rs. 1,000 on a reasonable interest and repayable in 20 instalments. Correspondence strictly confidential. For full particulars apply Box No. K-153, c/o "The Express".

## GREETINGS

### NEW YEAR GREETINGS

638. We wish you all the best for 1952. The L. F. Company, Madras-17.

639. New Year Greetings from The Allied Film Distributors Ltd., Madras-17.

640. Let us greet you for the New Year. We have served you and are at your service. Wolf, DKW, Citroen Home delivery arranged, Reliable Stores (India) Ltd., Madras-14.

641. M. M. Chunilal & Co., Iron, Hardware & Machinery Mart, Government, State and Mills Suppliers, Fraser Square, Bangalore. We wish all our Patrons, valued Customers and Well-wishers A Happy and Prosperous New Year. Telegrams: "Steel". Phone: 5589.

642. We wish all our Readers, Contributors and Advertisers A Happy New Year—Your Magazine of today.

643. New Year Greetings to all our Customers and Patrons. A. K.

Apparsamy & Co., George Town, Madras-1. Phone: 2345. Grams: "Appar".

### PONGAL GREETINGS

644. Pongal greetings. We extend our hearty greetings to all people on this happy Pongal Day and wish them continued prosperity. A policy of Wyvern is a sheet anchor of protection against all risks. The Wyvern Insurance Co., Ltd., The Wyvern Fire & General Insurance Co., Ltd., "Wyvern House", 111 & 112, First Line Beach, Bombay.

645. Our Pongal Greetings to the Public for their kind patronage and our Good Wishes to children—the would be rulers of our Nation. Urvasi Swadeshi Slate Factory, P.B. No. 112, Tanjore (The primary institution of its kind in South India). Manufacturers of Tiger, Elephant, and Shiva Mark Slates, Eye Mark Slate Pencils and Urvasi Brand Chalk Pieces.

## IN MEMORIAM

### (i) BIRTHDAY ANNIVERSARY

646. Shillong—In affectionate and unfading birthday remembrance of our darling Mums who entered her Heavenly Home on 16-2-'51.

(Inserted by her affectionate husband and children Tom Stephen & Stanleys).

### (ii) WEDDING ANNIVERSARY

647. West—Hosie. On October 14, 1950, at the Church of the Sacred Heart, Dibrugarh, Upper Assam, by the Rev. Fr. Cochrane, S. D. B., Alfred West to Mary Hosie, both of Shillong.



(iii) DEATH ANNIVERSARY

648. Alfred Edward Davies (Founder, The Fine Leather Co.) 20th November 1927. Inserted as a mark of deep respect to his memory and work by the personnel of The Fine Leather Company, Ltd., Mount.

649. In sad and affectionate memory of Renee, my dearly beloved wife.—David.

650. In fond memory of Sri T. S. Krishna Iyer who died this day last year.—Inserted by his sorrowing wife, daughter and sons.

MISSING, LOST AND FOUND

MISSING

651. My son, Venkoba Rao, aged 18 years, medium complexion, height 5½ ft. 1st year Intermediate is missing for the past 5 months. Anybody giving his whereabouts will be rewarded Rs. 1,000.

Bobba Surya Rao, Tenali, Guntur District.

652. Manilal Gujranwala aged 16 years, medium complexioned and of thin stature with a scar mark over his right eyebrow is missing since 12th Novr. 1951. He speaks English and Hindi well. Anyone knowing anything about the boy may kindly inform Mr. Ajai Khaitan, c/o "The Mail", Madras. *Dear Manilal,*

We are all very much worried about you. Please inform us immediately your whereabouts so that we can bring you back home. Forget whatever has happened. Nobody will blame you.

*Anand.*

LOST

653. Will the finder of a brief case containing important ship's papers left in a taxi at 1-30 p.m. on October 12 engaged at Firpos. discharged at 21, Kidderpore Docks, kindly contact Messrs. F.W. Morrison & Co., Ltd., Steamer Department, Chartered Bank Building, Delhi?

654. An Engineering Slide Rule with khaki cover lost in Bus from Triplicane to Tondiarpet on the 15th evening. Finder please contact K. S. Raghu Veeran, 27, Thambu Chetty Street, Madras-1.

FOUND

655. Small black dog with licence, wanders in evenings opposite Commissioner of Police Office, evades capture. For owner's information. — K. V. S. Iyer.

MARRIAGE

MARRIAGE

656. The marriage of Sow. Rukmani Ammal, daughter of Mr. R. A. Raman of Singapore with Mr. S. D. Gopal of A. G's Office, Madras, son of Sri R. Balu Mudaliar was performed on a grand scale on Sunday the 11th November, 1951, at Nungambakkam Choultry. There was a good gathering,

657. Anderson—Sastri: On December 12, 1951, at North Kensington, London, of John West, only son of Mr. & Mrs. J. B. Anderson of Russell Avenue, Jackson, Missouri, U. S. A., to Vanaja, only daughter of Mr. & Mrs. C. H. Sundaresa Sastri of Delhi.

## MATRIMONIAL

658. Wanted a non-Atreya Iyengar bridegroom, below 35 years well placed in life for a Graduate, aged 26, employed as a teacher. No dowry. Correspondence treated confidential. Reply Box No. 222, c/o "The Mitran".

659. Wanted a fair, healthy, educated Vadhyama bride, aged between 20 and 23, non-Srivatsa Gotra, to marry a Vadhyama bachelor of 33 years, well settled in life in Bombay. Apply with horoscope to Box No. 256420, c/o "The Statesman".

660. Young boy, aged 22, Balija, having artistic and dramatic talents, good-looking, and employed in the P. W. D. seeks a beautiful bride of the same sect. He is prepared to reside with her, but requires finan-

cial help for his studies. Those willing to afford such facilities may reply to Box No. 15571, c/o "The Amrita Bazaar Patrika".

661. Wanted Groom—Chatterji, Banerji, Ganguly officers, doctor, engineer for Mukerji girl modest, fair, tall, educated of high Govt. official. Box T6143 c/o "Patrika", Ahmedabad.

662. Wanted Baidya Bridegroom for an educated fair complexioned girl aged 17. She is well-versed in embroidery, household work and knows vocal and instrumental music. Doctor, Engineer or Graduate, settled in life, need communicate. Dowry according to qualifications. Apply Box 22122, "The Weekly."

## NOTICES

## (i) Auction Notice

## PUBLIC AUCTION

663. Jeep and Land Rover belonging to Tanjore District Board, will be sold in public auction by the undersigned on 23-12-1951, at 4 p.m. in the premises of "Panagal Buildings", Tanjore District Board office. Intending bidders should remit Rs. 500/- in cash as cash deposit. After auction is over the successful bidders can remove the Jeep and Land Rover after confirmation of the sale by the Dt.

Bd. duly remitting the balance amount with sales tax. The vehicles can be inspected from 20-2-51, in the compound of Tanjore District Board office, Tanjore. Both the vehicles are in good condition.

1. Jeep M. S. D. 8987—15.63 HP. 1942—Model (Ford).

2. Land Rover MDC. 5693—11.95 HP. 1950—Model (Rover).

*T. M. Vijayaraghavan,*  
*Divisional Engineer (H), Tanjore.*

## (ii) Election Notices

## NOTICES—ELECTION

664. I intend standing for election to the Madras Legislative Council from the Madras South Graduates Constituency.

*U. Sankunny Menon,*  
*Cochin.*

665. I am standing as a candidate for one of the nine seats in the Madras Regional Council of the Institute of Chartered Accountants of India at the forthcoming First Election.



I wish to state that I had the opportunity and pleasure of serving the best interests of the profession by an active connection with the Society of Auditors, Madras, as its Honorary Secretary and Treasurer for a number of years.

It is the desire for service to the profession that has prompted me to stand for this Election.

I solicit your kind support by exercising your First Preference or as high a Preference as possible in voting.

*Yours sincerely,*  
*M. Somasundaresan.*

## 666. UNIVERSITY OF MADRAS

In pursuance of Statute 135, Registered Graduates of the University of Madras are hereby notified that applications for recording changes, if any, in the Electoral, Roll of Registered Graduates should be made to the Registrar, University of Madras, not later than 31st January, 1952. Applications received after the said date will not be attended to.

Copies of the existing Electoral Roll are kept in all the Colleges and are available for reference at the colleges.

*By Order,*  
*S. R. Chari,*  
*University Registrar.*

*MADRAS, 13th December, 1951.*

### (iii) Tender Notices

#### (a) For Supply of Articles

#### 667. BENARAS HINDU UNIVERSITY

Sealed tenders are invited for supplying 40 lakhs of bricks from experienced and reliable contractors on prescribed forms—which contain all the particulars—obtainable from our Executive Engineer on prepayment of Rs 5. Last date for receipt of tenders 6-11-1951.

Earnest Money ... Rs. 1,000  
Security Money including earnest money ,, 2,000

*PRO. VICE-CHANCELLOR.*

*Benares,*

*4th October, 1951.*

#### 668. TENDERS

*PANCHAYAT BOARD, WANDI-WASH (N. A. Dt.)*

#### *Tender Notification*

Quotations are invited upto 20-11-'51 for the supply of the

following articles. Full particulars can be had from the undersigned.

1. Tower Clock (big size) driven by electricity.
2. Enamel sheet etc., Boards.
3. Stationery articles.
4. Electric Bulbs, 250 Volts, 40 to 100 watts.
5. Typewriter—Brief size.

*S. Banuprakasa Row,*  
*Executive Officer.*

*Dated 14-11-'51.*

#### 669. GOVERNMENT OF MADRAS

(DEPARTMENT OF ELECTRICITY)

#### *Tender Notice*

Sealed Tenders in duplicate superscribed "Tender for Lorries" are invited upto 1-12-'51 by the

undersigned for the supply of the following sizes of lorries :

1½ Tons	...	...	3 Nos.
3 Tons	...	...	6 Nos.
5 Tons	...	...	1 No.

Copy of Specification for the Lorries can be had from the undersigned.

**(b) For Printing and Binding**

**670. TENDER**

**PRINTING AND STATIONERY  
DEPT.**

**GOVT. OF INDIA, CALCUTTA**

Tenders are invited from well-equipped printing presses for the printing and binding of stock forms and books of the P. & T. Department on a regional basis for the requirements of (a) West Bengal, Assam, Bihar and Orissa Postal Circles, (b) Madras Postal Circle and (c) Bombay and Central Postal Circles for a period of 3 years from 1st January, 1952.

2. There are about 155 different books and forms to be produced. and the annual requirements thereof involve substantial quantities running into lakhs in many cases.

3. A book containing the conditions for Tender, Conditions of Contracts, details of books and forms required and other relevant information can be had from the (i) Assistant Controller, Printing Office of the Controller of Printing and Stationery, India, O.P. Branch, 165, Dharamtala Street, Calcutta

or (ii) Postmaster-General, Madras, or (iii) Post Master General, Bombay at a cost of Rs. 5 per copy. Samples of the various books and forms are available for inspection at the office of the Controller of Printing and Stationery, India, O.P. Branch, 165, Dharamtala Street, Calcutta, the Postmaster-General, Madras, the Postmaster-General, Bombay or if desired, complete sets of samples can be had from the abovementioned officers at a cost of Rs. 10 per set, refundable on return of the set in satisfactory condition.

4. Paper and certain binding materials required for the execution of the work under the contract will be supplied by Government.

5. Each tender, whether for one or more items, will have to be accompanied by a deposit receipt for Rs. 1,000 as earnest money. Tenders received without the deposit receipt will be liable to summary rejection.

5. Sealed tenders for the above work, prepared in the prescribed manner, will be received upto 2 p.m. on the 9th November 1951 at the office of the Controller of Printing and Stationery, India, O.P. Branch, 165, Dharamtala Street, Calcutta. They will be opened one hour after the closing time in the presence of such of the tenderers as may care to be present at the time.

*E. V. Gregory,*

*Controller of Printing  
and Stationery, India.*

**PERSONAL**

671. Chandu, Mother and Father Worried. Please return home immediately—Brothers.

672. Mrs. Joseph Marjorie and Phillips wish all their friends goodbye, on the eve of their departure to the U.K. by S.S. "Cochrane".



## SITUATION REQUIRED

### SITUATIONS WANTED

673. Adaptable young Jew seeks employment, evenings only. Will tackle anything with energy and resource. Can type. Write "Patrika", Calcutta.

674. Gunny export gentleman many years' experience, seeks responsible position with reputable firm. Please reply Box 12 "Statesman", Ahmedabad.

675. M. A. in Economics with sound knowledge in trade, industry, company law, having high administrative banking experience, wants suitable post. Box 200, "Statesman", Kashmir.

676. A Practical Cotton Spinning Mill Manager trained at Howard & Bullough, England in Machinery erection & fitting. Holds Diplomas of the Union of Lancaster Cheshire Institutes. More than 20 years experience in South India Mills. Open for immediate engagement. Apply Box No...., c/o "The Mail".

677. Wanted immediately a suitable opening for a qualified young man knowing Typewriting and with previous experience in Banking and Commercial accounts. Please reply to Box..., c/o "The Republic".

### SITUATIONS VACANT

#### 678. MOHAMADAN COLLEGE, VELLORE

*Wanted*

A Tutor in History.

Qualifications: B.A. (Hons.) in History or Economics.

Pay: University scale, D.A. at Govt. rate.

*S. Abdul Quayum,  
Principal.*

#### 679. TRICHY MUNICIPALITY

Applications will be received upto 1-12-1951, from qualified persons for the following permanent posts in the Tiruchy Municipality:

- (1) One L.T. or B.T., Assistant (History).
- (2) One Drawing Master.
- (3) One Tamil Pandit—Grade II.

*A. K. Joseph,  
Commissioner.*

*Municipal Office,  
Tiruchy,  
Dated 16-11-'51.*

680. Applications are invited for the appointment of 22 Health Assistants in the district in the scale of Rs. 45—2—55—1—75 with usual Dearness Allowance and F.T.A. of Rs. 22-8-0 per mensem. The applicants should be fully qualified Sanitary Inspectors of Madras State and should state their age etc., in their applications. Applications should reach the undersigned before 20-12-'51.

*C. M. Naidu,  
District Health Officer,  
Ramanathapuram.*

#### WANTED MANAGER FOR GOVERNMENT OF INDIA QUICK FREEZING PLANT, COLD STORAGE AND ICE FACTORY.

681. Applications are invited for the temporary post of Manager General Central Service Class II (Gazetted) in charge of Cold Storage & Ice Factory, Sassoon Dock, Colaba, Bombay.

**Qualifications:** Engineering Degree in Mechanical and/or Electrical. Special training in refrigeration, and foreign qualifications will be preferred.

**Experience:** Should have at least 5 years experience in maintenance of Ice Factory & Refrigeration Plant and in the marketing and business aspects of such plants.

**Pay:** Grade Rs. 275-25-500—E.B.—30—650—E.B.-30-800 plus Dearness, Compensatory and House Rent Allowances as admissible under the rules. Higher start upto Rs. 400 p.m. in very exceptional cases will be considered.

Application giving full details regarding qualifications, experience, last pay drawn, age, present appointment, etc., together with copies of Certificates and testimonials should reach the undersigned latest by the 24th November, 1951.

Candidates called for interview will have to come at their own expense.

*K. F. Lilauwala,*  
*Superintending Engineer,*  
*Deep Sea Fishing Station,*  
*Botawala Chambers,*  
*Sri P. Mehta Road, Bombay.*

## UNIVERSITY OF MADRAS

682. Applications are invited for the post of a Binder in the scale of pay Rs. 40-2 50 (plus Dearness Allowance and House Rent Allowance). The appointment will be for one year in the first instance. Applications furnishing details regarding age, qualifications, experience, present occupation, etc., should reach the undersigned on or before the 26th Jan. 1952.

*Sd.....*  
*Registrar.*

*University Buildings,*  
*Madras-5, dated 20th Dec. 1951.*

683. Wanted a Typist (lower grade passed) on Rs. 40 p.m. Apply in own handwriting. Kandan Syndicate, Post Office Street, Madras-2.

684. Wanted Development Assistant for Rajasthan Movietone Ltd., Delhi on salary Rs. 100 per month. Apply to: N. M. Murthy, 52, Big Street, Madras-5.

685. Wanted one fully qualified Registered Accountant with thorough knowledge in all the ramifications of auditing and accounting. Apply stating age, qualification, Experience, and salary to the Jai Hind Match Works, Sivakasi.



## 21. QUOTATIONS ON WRITING LETTERS AND LETTER-WRITING

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### INTRODUCTORY

An attempt has been made, in the following pages, to present a bouquet of many a flowery saying that has been uttered on the art of Letter-Writing. The readers are requested to contribute to us any other great quotations they may come across, to enable us to include them in future editions.

— *The Publishers.*

686. "All writing comes by the grace of God."

— EMERSON.

687. "The greatest part of a writer's time is in reading in order to write."

— SAMUEL JOHNSON.

688. "Kind messages, that pass from land to land;  
Kind letters, that betray the heart's deep history."

— LONGFELLOW.

689. "I knew one, that when he wrote a letter, he would put that which was most material, in the Postscript as if it had been a by-matter."

— FRANCIS BACON.

690. "A letter does not blush."

— CICERO.

691. "For his letters, say they, are weighty and powerful."

— NEW TESTAMENT.

692. "More than kisses, letters mingle souls;  
For, thus friends absent speak."

— JOHN DONNE.

693. "The tongue is prone to loss the way,  
Not so the pen, for in a letter  
We have not better things to say,  
But surely say them better."

— R. W. EMERSON.

694. "A piece of simple goodness — a letter gushing from the heart; a beautiful unstudied vindication of the worth and untiring sweetness of human nature — a record of the invulnerability of man, armed with high purpose, sanctified by truth."

— DOUGLAS JERROLD.

695. "Letter-writing, that most delightful way of spending time."

— VISCOUNT MORELEY.

696. "To write a letter is to talk across distance by means of written words.....A house is built to an architect's plan. Similarly a letter should follow a simple plan, roughly made beforehand."

— BERYL HEITLAND.

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POWER OF LOVE IS FAR STRONGER THAN THE LOVE OF POWER

697. "A good letter pleases him that writes and him that receives."

— V. K. SARMA.

698. "In Letter-Writing, be

'respectful to superiors ; courteous to inferiors ;  
familiar to friends ; affectionate to relatives ;  
simple to children ; tender and sympathetic in  
condolence ; lively and joyous in congratulations ;  
forcible and impressive in weighty matters ;  
easy and sprightly on lighter subjects.' But,  
above all, all of them must be SINCERE."

— A GREAT AUTHOR.

699. "A well written letter may bring you new friends, collect money for you, help you to achieve your desires ; but a poor one may cost you everything you value most."

— RUSTAM J. MEHTA.

700 "Letter-Writing to Hartley Coleridge was a means of disburdening himself, and he seems to have written to his family much as he wrote in his diary."

— GRIGGS AND GRIGGS.

701. "I am reading Carlyle's letters drop by drop and learn much from him every day."

— MARY SIBYLA HOLLAND.

702. "There is something very delightful in a true correspondence."

— MARY SIBYLLA HOLLAND.

703. "A really good letter if you read it aloud, will not sound like a letter at all."

— EARLE A. BUCKLEY.

704. "Business cannot be conducted without letters, but poor and unsuitable letters hinder business and cause confusion and loss, while well-conducted correspondence stamps a concern at once with the mark of efficiency that is so strong a factor in success."

— From *The Business Letter-Writer*, Published by Messrs.  
F. Warn and Co., Ltd.



## 22. LEGAL FORMS

### GENERAL NOTE

All the instruments mentioned in the following pages have to be written or typed on non-judicial stamp paper of the proper value. Such stamp paper can be bought from any stamp vendor; or from the local Treasury or Collector's Office. If the instrument is in any European language, impressed label may be used. The instrument is written or typed on good paper, and before the parties, thereto, sign it, it is produced before the appropriate Authority in the Treasury with an application (the application needs no stamp) to impress it with the stamps of the necessary value. (The value of the stamps should be stated in the application.) Thereupon, the document is impressed and returned.

The documents should be written or typed only on one side of the paper. The parties should sign at the end of every page; but the witnesses need sign only at the last page.

Stamp duty mentioned for each instrument in the following pages is applicable only in the State of Madras. Stamp duty varies from State to State.

### AGREEMENT

STAMP DUTY ON AGREEMENT: Re. 1/8/0.

Agreement does not require attestation.

**Registration:** Not compulsory if an agreement does not by itself, create an interest in immoveable property; it is compulsory, if such an interest is created in immoveable property worth more than Rs. 100. Other agreements, not relating to immoveable property, are not compulsorily registrable.

### 705. An Agreement

AN AGREEMENT made this 6th day of March 1952 between K. Ramachandran, Proprietor and Managing Editor, 'Natya', 3/A, Bazaar Road, Madura, aged about 35 years, of the one part (hereinafter called the "Principal") and J. K. Raman, Proprietor, General Agencies and Railway Contractor, Pollachi of the other part (hereinafter called the "Agent").

WHEREAS the party of the first part is the Sole Proprietor and Managing Editor of....., published from.....

WHEREAS he is desirous of having an Agent for the said Magazine in the district of Coimbatore.



And WHEREAS the party of the second part has agreed to be the Agent in respect of 'Natya' in the above district.

IT IS NOW HEREBY AGREED BETWEEN THE PARTIES as follows :—

1. The party of the second part shall be the sole sale and distributing agent for the Magazine "Natya", of which the Principal is the sole proprietor and manager, for the Coimbatore district.

2. The Agent shall be entitled to a commission of 40% of the subscriptions collected and sale proceeds realised from the district hereinabove mentioned.

3. The Agent shall distribute or otherwise dispose of a minimum number of five hundred copies of the Magazine in his district every month.

4. The Agent shall pay the Principal 60% of the annual subscription money in respect of the above five hundred copies in the following manner, namely : Rs. 1,000 in the month of April every year and the balance of Rs. 500 in the month of May every year. The balance of 40% of the annual subscription money, namely Rs. 1,000 shall be the Agent's commission.

5. The above five hundred copies and/or such further number of copies as the Agent may require shall be despatched by the Principal by Post or Rail to the Agent at the Principal's expense to such places and persons as the Agent may direct the principal in writing.

6. The Agent shall not be entitled to claim from the Principal any expenses, etc. incurred by him in the fulfilment of the Agency, apart from the commission of 40% as mentioned hereinabove, which commission shall be his only remuneration.

7. This agreement shall be in force for a period of one year from the date of execution and thereafter until either party determines it by giving the other one calendar month's notice in writing of his intention so to do.

IN WITNESS WHEREOF the Parties, hereto, have signed at Madura: the day and year first above written.

Witnesses :

1.

2.

### POWER OF ATTORNEY

"Power of Attorney" includes any instrument empowering a specified person or persons to act for and in the name of the person executing it. A power of attorney is an authority given by a formal instrument whereby one person, who is called the donor or principal, authorises another person, who is called the donee or attorney or agent to act on his behalf. A general power of attorney is one by which authority is given to act for the principal in all matters, or in all matters of a particular nature, or concerning a particular business. A special power of attorney is one by which authority is given to do some particular specified act.

PRAYERS HELP US TO REALISE THE GREAT COMPASSION OF GOD



**STAMP DUTY :****POWER OF ATTORNEY —****Rs. A.**

(a)	for presentation of document for registration in regard to a single transaction	...	...	...	...	0	12
(b)	for suits or proceedings under the Presidency Small Cause Courts Act, 1882	...	...	...	...	1	2
(c)	for one or more to act in single transaction	...	...	...	...	1	8
(d)	for five persons generally	...	...	...	...	11	4
(e)	for five to ten persons generally	...	...	...	...	22	8
(f)	for authorising the Attorney to sell any immovable property— The same duty as a Conveyance.						
(g)	in any other case	...	...	...	...	2	4

for each person authorised.

**Description of Stamp:** The instrument should be written on non-judicial stamp paper of requisite value. Registration and attestation are not compulsory. But if the instrument gives authority to present a document for registration, then the power of attorney should be executed before and authenticated by the Registrar or the Sub-Registrar within whose district or sub-district the principal resides.

**FORMS****706. Special Power to Present a Document for Registration**

KNOW ALL MEN BY THESE PRESENTS that I, A. B., son of.....  
.....aged about.....years, Indian, residing at.....  
do hereby appoint C. D., son of.....aged about.....years,  
Indian, residing at.....my attorney on my behalf to  
appear before the Sub-Registrar of.....in.....District  
and to present for registration the .....deed dated .....and  
executed by me on the.....day of .....19 .. in favour of  
K. L., son of .....residing at.....  
to admit the execution thereof, to do any act that may be necessary for the  
registration of the said document and to receive it back when it has been  
duly registered and to sign and deliver a proper receipt for the same.

IN WITNESS WHEREOF I have signed below the day and year first  
above written.

**707. General Power of Attorney****Draft No. 1**

WHEREAS I, A. B., son of.....  
..... Mirasdar, Koilkannappur, Negapatam Taluk own extensive  
properties, movable and immovable, and have outstanding to the tune of  
Twenty Thousand Rupees and whereas my absence from British India has  
become necessary consequent on the affair of my daughter at Saigon  
requiring my personal attention, I hereby constitute and appoint  
C. D., son of..... a resident of the said village,  
Koilkannappur, a distant relation of mine, to be my general power of  
attorney-agent to attend to all the affairs relating to the aforesaid properties



of mine and outstandings with all powers incidental thereto, co-extensive with my powers, — to manage the immovable property by leasing out or to cultivate the same on waram system, to sell, exchange or purchase portions of the same as appears convenient or profitable, to raise temporary loans to the extent of Rupees One Thousand only, to execute the necessary documents therefor, to sign, execute and register the same on my behalf, to engage vakils for starting or initiating proceedings in a court of law in connection with the management of the said properties or collection of outstandings, to institute suits in Civil Criminal or Revenue courts, to sign vakalats, to compromise, to receive amounts from parties or to draw amounts from Court, to make reasonable remissions, to appear in Court and confess judgment: in short to do everything in connection with the management of the aforesaid properties and collection of outstandings all of which will be as much binding on me as they had been done by myself.

This power is liable to be cancelled by a registered notice of six months on either side. I have, with the consent of the said agent, fixed Rupees One hundred per month as his salary which he is entitled to appropriate for his own use, out of the amount belonging to my estate in his hands on the first of every month.

The said agent shall, and has agreed to keep regular accounts, extracts of which, shall be or have to be sent to me once in every month. Any act done by him in excess of the authority given above or the misuse or abuse of the same carries the consequence of the power being liable to be cancelled without further notice and of the said agent being proceeded against both in Civil and Criminal courts for the recovery of the reliefs to which the principal will be entitled.

IN WITNESS WHEREOF I, hereby, affix my signature this 20th day of July 1946.

A.B.

### Promissory Notes : Registration not Necessary

Section 4 of the Negotiable Instruments Act, 1881 defines a promissory note as an instrument in writing containing an unconditional undertaking signed by the maker, to pay a certain sum of money only to, or to the order of, a certain person, or to the bearer of the instrument. Therefore the essentials of a promissory note are :

1. It must be in writing. "Writing" includes printing, typing, engraving, etc.
2. The promise to pay must be absolute and unconditional.
3. It should clearly indicate the maker or drawer as a definite person.
4. It must be for the payment of money, and money, only.
5. The amount promised to be paid must be certain.
6. It must clearly point out the person who is to receive the money or it must be made payable to bearer.

### STAMP DUTY :

(a) when payable on demand		Rs.	A.
(i)	when the amount does not exceed Rs. 250	...	0 1
(ii)	when it exceeds Rs. 250 but not Rs. 1,000	...	0 2
(iii)	in any other case	...	0 4



Description of Stamp : adhesive revenue which can be bought from any post office.

(b) when payable otherwise than on demand but not more than one year after date or sight—The same duty as a Bill of Exchange, that is to say:

						Rs.A.	
Up to	200	...	...	...	...	0	3
Above Rs.	200 up to	400	...	...	...	0	6
"	400	" 600	...	...	...	0	9
"	600	" 800	...	...	...	0	12
"	800	" 1,000	...	...	...	0	15
"	1,000	" 1,200	...	...	...	1	2
"	1,200	" 1,600	...	...	...	1	8
"	1,600	" 2,500	...	...	...	2	4
"	2,500	" 5,000	...	...	...	4	8
"	5,000	" 7,500	...	...	...	6	12
"	7,500	" 10,000	...	...	...	9	0
"	10,000	" 15,000	...	...	...	13	8
"	15,000	" 20,000	...	...	...	18	0
"	20,000	" 25,000	...	...	...	22	8
"	25,000	" 30,000	...	...	...	27	0
and for every additional Rs. 10,000 or part thereof in excess of Rs. 30,000						...	9 0

By a notification issued by the Central Government, the Stamp Duty on Inland Promissory Notes payable otherwise than on demand and of not more than one year's usance has been reduced to two annas per Rs. 1,000 or part thereof.

(c) when payable at more than one year after date or sight. The same duty as a Bond, that is to say :

BOND—						Rs. A	
Where the amount does not exceed Rs. 10						...	0 4
Where it exceeds Rs. 10 and does not exceed Rs. 50						...	0 8
"	"	50	"	"	100	...	1 0
"	"	100	"	"	200	...	2 8
"	"	200	"	"	300	...	3 12
"	"	300	"	"	400	...	5 0
"	"	400	"	"	500	...	6 4
"	"	500	"	"	600	...	9 0
"	"	600	"	"	700	...	10 8
"	"	700	"	"	800	...	12 0
"	"	800	"	"	900	...	13 8
"	"	900	"	"	1,000	...	15 0
and for every Rs. 500 or part thereof in excess of Rs. 1,000						...	7 8

Description of Stamp : Stamp Paper, which can be bought from any stamp vendor or from the Treasury.

A promissory note need not be attested, nor does it require registration.

PROVIDE FOR THE WORST : THE BEST WILL SAVE ITSELF

## MODEL FORMS

## 708. Payable on Demand

Rs.

MADRAS,

Dated.....

ON DEMAND I, V. K., Son of.....residing at.....  
 promise to pay Mr. S. K., son of.....residing at..... or order  
 the sum of Rupees..... (in words) only, with interest at six per cent  
 per annum for consideration received.

Signed V. K.

(The maker of the promissory note, in this case V. K., has to sign  
 across the revenue stamp, or stamps, if there is more than one stamp.)

## 709. Joint and Several Promissory Note

Rs.....

MADRAS,

Dated.....

ON DEMAND, We (1) V. K., son of.....residing at.....  
 ..... and (2) R. S., son of.....residing at.....  
 jointly and severally promise to pay Mr. S. K.....son of.....  
 residing at..... or order the sum of Rupees.....(in words)  
 only with interest at the rate of twelve per cent per annum, for value  
 received.

Signed V. K.

R. S.

(Both have to sign across the revenue stamp, or stamps.)

A promissory note may be transferred by endorsement or delivery.  
 All that needs be done is to endorse the note thus:

“ Pay K. M. or order.”

(Sd.) R. S.

This endorsement must be on the promissory note itself. No stamp.

## 710. Payable otherwise than on demand

Rs.....

CALCUTTA,

Dated.....

Four months after date I, V. K., son of.....residing at.....  
 ..... promise to pay Mr. R. S., son of.....residing at.....  
 .....or order the sum of Rupees.....only, with  
 interest at the rate of 6 per cent per annum from the date hereof until  
 payment, for value received.

Signed V. K.



## PARTNERSHIP

Section 4 of the Indian Partnership Act, 1932, defines partnership as the relation between persons who have agreed to share the profits of a business carried on by all or any of them acting for all. The number of partners is limited to 10 in the case of a banking business, and to 20 in the case of any other business.

## 711. Deed of Partnership

WE KNOW ALL MEN BY THESE PRESENTS THAT WE  
 (1) *Raman Chettiar*, son of Govindaraja Chettiar, Hindu, Sowerashtra. Vaishnavite, Miras & Merchant, residing in Sowerashtra Street, Kumbakonam; (2) *Kalyanarama Iyer*, son of Dasaratharama Iyer, Hindu, Sowerashtra, Vaishnavite, Miras & Merchant, residing in Sowerashtra Street, Kumbakonam; (3) *Lakshmana Iyer*, son of Harinarayana Iyer, Hindu, Sowerashtra, Vaishnavite, Miras & Merchant; (4) *Muthuraman Chettiar*, son of Venkatachalam Chettiar, Hindu, Sowerashtra, Vaishnavite, Miras & Merchant residing in Sowerashtra Street, Kumbakonam and (5) *Gopaludu Iyer*, son of Harikrishna Iyer, Hindu, Sowerashtra, Vaishnavite, Miras & Merchant, do enter into and constitute a partnership under the style and name of "SOWERASHTRA COMPANY" subject to the terms and conditions detailed infra, this first day of July 1946:

1. That the partnership, aforesaid, be run in the name and style of "Sowerashtra Company" at No. 33, Big Street, Kumbakonam.
2. That each of the partners do contribute Rs. 5,000/- (Rupees Five Thousands) towards the capital of the partnership.
3. That Raman Chettiar and Lakshmana Iyer shall be in actual charge of the management of the partnership business by turns, each for a period of two years as remuneration whereof, each is entitled to draw from the partnership funds Rupees Two Hundred per mensem during the period of such actual management exclusive of and irrespective of their share in the profits in the partnership business.
4. That the person in such actual management has got the power to co-opt more partners not exceeding nine on the whole with the written permission of the majority of the partners concerned.
5. That the person in such actual management has got the power to enlarge the business of the partnership but with the previous written permission of the majority.
6. That regular accounts be maintained for the business of the partnership to be audited by a recognised auditor every year, and the profits or loss ascertained thus be borne by the partners in equal shares.
7. That the year for the partnership shall be the same as the official year, 1st April to 31st March, that every partner has got the



right and liberty to withdraw from the partnership only at the end of such official year after giving previous notice to the other partners.

8. That any partner who wishes to transfer or assign his rights under the partnership is bound to offer the same to the other partners in the first instance in writing and it is only when the offer is not accepted or when it is delayed beyond reasonable limits, does he get the rights to deal with the same in favour of stranger or strangers to the partnership.
9. That there shall be a meeting of the partners once a month to be convened by the partner in management, as aforesaid, after seven days' clear notice, when all important matters relating to the partnership shall be discussed and when the view of the majority shall prevail; that the quorum for such meeting be three.
10. That all disputes and differences among us shall be submitted to the arbitration of Messrs. (1) Govindaraja Chettiar, son of Narayanan Chettiar, Hindu Sowra hira, Vaishnavite, Miras and Trader, residing in Sowrashtra Street, Kumbakonam, (2) Ramudu Iyer, son of Alludu Iyer, Hindu, Sowrashtra, Vaishnavite, Miras & Merchant, residing in Sowrashtra Street, Kumbakonam and (3) Venkatachalam Chettiar, son of Narayanasami Chettiar, Hindu, Sowrashtra, Vaishnavite, Miras & Merchant, residing in Sowrashtra Street, Kumbakonam, whose decision shall be final and binding upon us.

IN EVIDENCE OF our having understood the aforesaid conditions and terms and having agreed to the same, we are affixing our signatures hereunder this first day of July 1946.

1. Raman Chettiar.
2. Kalyanarama Iyer.
3. Lakshmana Iyer.
4. Muthuraman Chettiar.
5. Gopaludu Iyer.

*Attestors :—*

1. Srinivasa Iyer, son of Tyagaraja Iyer, Retired postmaster, Big Street, Kumbakonam.
2. Vijayaraghavalu Naidu, son of Subbarayalu Naidu, Broker & Commission Agent, Big Street, Kumbakonam.
- 3, 4, &c.

**N.B. :—**Proper Stamp :

If capital of partnership does not exceed Rs. 500/- . Rs. 10/- . In any other case : Rs. 40/- . In cases of dissolution of partnership : Rs. 20/- .

This rate holds good for the Madras Presidency alone.

QUIT NOT CERTAINTY FOR HOPE



## 712. Form of Will

I, *Venkatasubramania Iyer*, son of Krishnamoorthy Iyer of Keeranur village, Nannilam Taluk, declare this to be my last will and Testament and I, hereby, devise and bequeath all my properties, moveable and immoveable, unto my wife Alamelu Ammal absolutely and appoint her the sole Executrix of this my will.

IN WITNESS WHEREOF, I, the said *Venkatasubramania Iyer*, have to this, my will, set my hands this 1st day of July 1946.

*Venkatasubramania Iyer.*

Signed and acknowledged by the above-named *Venkatasubramania Iyer* as his will in the presence of us present at the same time, who in his presence and in the presence of each other have hereunder subscribed our names as witnesses :—

1, 2, 3, &c.

## 713. Codicil

This is a codicil of me, Paramasiva Iyer, of Mahadana Street, in the town of Kuttalam, Miras, to my will and testament bearing date the 1st day of July 1946 and which I direct to be taken as part thereof.

I hereby direct that 6 Mahs of land out of the properties given to my last 3 sons or the income therefrom be set apart for the purpose of feeding three Desanthris, i.e., visitors from outside places in the temple of Lord Sri Hanumantha at Tiruverambur near Tiruverambur Railway Station, South Indian Railway, a station between Tanjore and Trichinopoly Junctions on the main line. I constitute my first son as the trustee thereof to see that the same is carried out properly and fully and the balance of the amount, if any, be equally divided among my last three sons. After the life time of Ramasami Iyer the next senior son of mine shall automatically become the trustee. Nobody has got any right to interfere with the management of the said Private Trust or call upon the Trustee to submit accounts or answer questions on any point relating to the Trust. I have got such confidence in my sons that I believe the aforesaid fund

N.B.:—No stamp is necessary. Better if the document is registered.

set apart for the Private Trust would be administered properly according to my wishes without the interference of anybody else.

IN WITNESS WHEREOF I, the said Paramasiva Iyer, have hereunto set my hand this 1st day of July 1946.

*Paramasiva Iyer.*

Signed and acknowledged by the said Paramasiva Iyer the testator as and for a codicil to his last will and Testament, &c. &c., &c. (same as in the will).

1. (Signed) (Same as in the will)
2.       "       "       "
3.       "       "       "
4.       "       "       "

## 714. Receipt Form

*KUMBAKONAM,  
10-8-1955.*

Received from Sri Ramasubba Iyer, son of Saptharishi Iyer, Tiruvanaikkaval, the sum of Rupees One Hundred and Fifty (Rs. 150/- only) in cash being the amount due to me in respect of \*\*\*\*

*Venkateswara Iyer,  
Mirasdar, Konerirajapuram.*

Attestors :—

1, 2, 3, &c.

- \* the decree in S.C. 285/45 on the file of the District Munsif's Court, Shiyali obtained by me against him.
- or \* the dealings had by him with me from 1—1—'46 to 1—8—'46.
- or \* the promissory note for Rs. 120/- executed by him on 1—4—'45.
- or \* the hand loan advanced by me to him on various dates.
- or \* the balance of sale price due to me under a sale deed of my nanja lands executed by me in his favour on 1—5—'44.  
(as the case may be).

Stamp is necessary only for acknowledging the receipt of sums of Rs. 20/- and above.



## 23. EXAMINATION QUESTIONS

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### 715. To your younger brother rebuking him for neglecting his studies

27, North Masi Street,  
MADURA,  
October 17, 1955.

*My dear Ambi,*

I am keeping myself well up in my studies. From the marks you have obtained in the last Quarterly Examination, I find that your marks in English, Mathematics and Tamil are very poor.

You are not wanting in intelligence. So, it must be due to your gross neglect of studies. I do not condemn you for your interest and activity in games. No doubt the body must be improved. But how can we ever afford to neglect the proper cultivation of the mind on that score?

Remember what amount of trouble father undergoes in keeping us at school and college! May I hope for a decided improvement in your studies in the next course at least? Kindly assure me that you have turned a new leaf as regards your studies.

I hope that father, mother and our little brother are all keeping well.

*Your ever loving brother,  
Subbaratnam.*

*Chi. R. Sundaresan,  
c/o Sri V. Ramachandra Ayyar,  
Board High School, SHOLAVANDAN.*

### 716. Reply to the above

*B. H. School,  
SHOLAVANDAN,  
October 19, 1955.*

*My dear Brother,*

I am in due receipt of your kind letter of the 17th instant, and I must thank you for the kind and sound advice you have given me.

I am indeed ashamed of the poor marks I have scored in English and other subjects in my Quarterly Examinations. I could, and ought to, have done better. It is all due, as you have hinted, to my over-enthusiasm for games.

I promise to work hard and make up for my deficiencies in English and Mathematics in the next course. The Tamil paper was acknowledged to have been difficult. Even then I might have done better, had I worked hard.

In any case, I am sure I shall give a better account of myself at the December Examination. I am sure this finds you in excellent health. How is our cousin Muthu faring there? Father and mother are keeping sound health. Expecting your presence here during Christmas.

*Your loving brother,  
Sundaresan.*

*Sri. R. Subbaratnam,  
27, North Masi Street, MADURA.*

### **717. To your father giving your experiences during a railway accident**

*Railway Station,  
MAILAM,  
January 1, 1955.*

*My dear Father,*

You and mother must have spent an anxious night, since you would have heard of the accident that befell my train. There is nothing to be worried about.

The journey in the train was all right, till we were very near Mailam, within two furlongs of the station.

Suddenly the train came to a dead stop. The engine whistled and roared but could not move. She got somehow stuck up. All that I knew was that I was awakened from my sleep by a rude shake. I immediately got out of the compartment, and tried to find out the cause. At once, I found out that the engine was derailed and could not move. Thank God, nobody was injured.



We all slept in the carriage itself, though a few walked to the station to take rest. The relief train is expected only at 4 this afternoon and I hope to be with you within the next twelve hours.

*Your loving and dutiful son,  
N. Mahadevan.*

*Sri P. Narayanaswami Pillai,  
Inspector of Police,  
CUDDALORE N.T.*

**718. To a friend telling him how you play  
your favourite game**

*4, Dabir Street,  
TRICHY,  
April 10, 1955.*

*My dear Chellappa,*

In my last letter I wrote to you that tennis is my favourite game. In your kind letter of the 7th instant, you have asked me to tell you how I play the game, and I gladly do so.

As a special privilege, I have been enrolled as a member of the local Tennis Court, because the elderly members think I play the game fairly well. The regular play begins at 5-15 p.m. every day when the members of the Bar are free. But since my school closes at 4-30 p.m., I am at the Tennis Court at 4-45 p.m. and so I have half an hour's good practice.

Few members would be present then. So I play with the marker, who is an excellent player. From him, I have learnt a good deal. Or, I play with Mr. R. Gopala Aiyar, the champion player of the club, who, being a junior lawyer, has not much practice at the courts; so he often comes to practise at this court here. He is well up in cuts, twists and shots. In fact, he plays sometimes very beautifully. A firm grip, quick eye and agility of movement contribute to success in this game.

After your school closes, how do you propose to spend your holidays? Will you drop in for a few days here?

*Yours sincerely,  
J. Ramaswamy.*

*Sri R. Chellappa,  
4, Gandhi-Irwin Road,  
EGMORE, MADRAS-8.*

**719. A letter to a friend on your favourite Hobby**

75, High Road,  
Triplicane, MADRAS-5,  
April 7, 1955.

*My dear Srinivas,*

In your last letter you were kind enough to ask me if I have any hobbies. Indeed, I have one; and that is *photography*.

Hobbies, my teacher tells me, should not become all absorbing. I pursue mine only during holidays. It has great scientific interest, and its practical use is unlimited. Whenever I go out on excursions, I take my camera with me; and I take snaps of various beautiful views of fine landscapes and buildings.

Even more interesting is the process of developing the photos taken. Most of mine are successful, but a few fail. Altogether, it is a thing of absorbing interest for me. How have you fared in your Final Examination? I have done fairly well in mine.

*Yours sincerely,*  
*T. Venkatesan.*

*Sri B. Srinivasan,*  
*V1 Form,*  
*K. H. School,*  
*TANJORE.*

**720. A letter to a friend about a Cricket Match**

89, Thambu Chetty Street,  
G. T. MADRAS-1,  
February 27, 1955.

*My dear Gopinath,*

It is some time since I heard from you. The hot days are already beginning here, though the nights are yet cool.

To such an enthusiastic cricketer as you I cannot but describe the very exciting match we had last Saturday with the Pachaiyappa's High School Eleven. And I am happy to state we won after a very acute struggle.

As usual, the play began at 11 a. m. and as we won the toss, we elected to field. Indian teams are usually said to be weak in



fielding, though there are often brilliant batsmen amongst them. We have had special training, and we prided ourselves as being very good at fielding, not that there are no good batsmen among us. We, therefore, elected to field, and really gave a good account of ourselves at that. The bowlers were so good that there were many maiden overs.

After an hour's play they had hardly made 25 runs for a loss of six wickets. They tried to pull up and sent in their best players. These played a steady game; and before three more were dismissed they had gone up to 60 runs. Our bowlers were put on their mettle and dismissed the remaining player conceding only three more runs. Thus they made 63 runs on the whole.

It was now 1-30 p.m. and we went in to bat. We sent our best blockers first so as to tire out their bowlers; and by 3 o'clock only two were out, though they had made only 20 runs. Then we sent in Ramu, one of our best batsmen, and then a blocker for a variety. They both played steadily, and before Ramu was out, they had made 45 runs between them. I was then sent in. I am rather a free-lance and, as luck would have it, I made that day 25 runs before I was caught; and my partner took 5 runs.

We had now made 95 runs and were only four out. We were elated, but the rest of us did not play so well. So our innings came to a close for a total of 117. Since it was a One-Innings Match, we won by 54 runs. A brilliant victory, is it not?

Hoping that this finds you in excellent health,

*I am,  
Yours affectionately,  
P. S. Krishnaswami.*

*Sri R. Gopinatha Rao,  
8, Raja Street, COIMBATORE.*

## 721. A letter to a friend describing a Football Match

*5, Venkateswar Hostel,  
MADRAS-5,  
February 22, 1955.*

*My dear Kapali,*

When you were forced to leave Madras for Trichy on receipt of an urgent telegram, you had taken a promise from

SCATTER WITH ONE HAND GATHER WITH TWO

me that I should write to you in detail about the Football Match arranged for the 21st instant.

We met the St. Paul's Eleven at 5 p.m. on our grounds, and the match began in glorious weather. Our preliminary practice had been very good; and almost from the beginning, we kept the ball away from our goal, and as near our opponents' as possible. All the same, by a fine combination, by passing and dribbling and through a final shot, St. Paul's scored a goal against us. The play was so fine that our boys, who had mustered in large numbers to witness the game, cheered our opponents lustily.

In the second chance, we were mostly on the defensive; but our captain, Somu, and his left, Gopal, in the forwards took the ball passing it very skilfully, to our opponent's goal, where our half back, Kittu, was waiting to give a final kick into the goal. The cheering was tremendous. So, it was one against one.

Now the half-time whistle was blown and, when the whistle was given again, the final chance was over for either side to win the match. The play was vigorous on both sides. The ball was near our goal at one time and near theirs at another; often it was made out — a goal kick or a corner kick, a penalty kick sometimes. Finally, our opponents, by a wonderful combination, took the ball near our goal, and their half back gave a shot, which had almost sent it through the goal, but our goal-keeper, Gopal, saved our face almost by a miracle. 'Goal!' shouted our opponents. 'No Goal,' firmly announced the referees. So the match was drawn.

We were quite sure of winning the match and so we were highly disappointed when all our exertions led only to a draw. That is the luck of the game!

*Yours very sincerely,  
M. R. Subbarayan.*

*Sri G. Kapaleswar,  
c/o. Sri K. Govinda Ayyar, B.A.,  
5, Andar Street,  
Teppakulam, TRICHY.*



**722. To a friend describing a Tennis Tournament**

*43, The Luz Church Road,  
Mylapore, MADRAS-4,  
February 3, 1955.*

*My dear Ramu,*

I would not have ventured to write about the recent Tennis Tournament that was held in the Presidency College court, had you not asked me to do so, when you left Madras for your place to attend your sister's marriage.

There are few schools in Madras that have sufficiently extensive playgrounds to provide for all the games; and fewer still, that have Tennis courts.

All the same, four schools sent up teams to compete for the cup generously offered by the Minister for Education, to encourage the game in schools. I suspect that two of them were really private Clubs organised by the richer boys of those schools, but which were permitted to use the name of the school. Anyhow all the four made a brave show. In one court the 'P.S.' played against the 'Hindu' and on another the 'Xian' played against the 'Pachaiyappas'.

The 'P.S.' won in the former (3 : 2) and the Pachaiyappa's in the latter (2 : 1); and when the winners tried conclusions against each other, the 'P.S.' won (4 : 3) since it had first-class players with their cuts and twists and shots; and one of them gave 'lightning' service.

Hoping you are continuing your tennis practice regularly and are improving your cuts and twists and volleys.

*I am,  
Ever yours,  
M. Subramanian.*

*Sri V. Ramaswami,  
7, New Street,  
Lalgudi (TRICHY).*

**723. To a friend describing a Magic Lantern Show**

36, West Madhavalagam,  
TRIVADI,  
February 15, 1955.

*My dear Gopal,*

Many thanks for your kind letter of the 10th instant. In these days of cinemas and talkies, you will smile when you read this description of a Magic Lantern show in our school.

The Magic Lantern has still its place in the school. In any case it will not spoil the 'morals' of the boys as the cinema is said to do. This show was arranged for the benefit of the boys of the local Middle School.

Scenes were shown first of the Niagara Falls, and then of the Yellow-stone Park. The Canyons of Colorado and the giant Californian trees, as also the sky-scrappers of New York, found places there. We were shown the boys of various nations at play, the industries and amusements of various countries, our own Taj Mahal, and the Krishnasagar Dam of Mysore.

There were then some comics — 'Jack and Jill,' 'Jack the Giant-Killer', and lastly 'John Gilpin'.

The boys enjoyed the show immensely, and were thrown into convulsions of laughter at the adventures of Gilpin.

*Yours very sincerely,  
K. Kuppuswami.*

*Sri N. Gopalaswami,  
14, High Road, Triplicane,  
MADRAS-5.*

**724. To a friend describing an Interesting Cinema Picture**

14, High Road,  
Triplicane, MADRAS-5,  
February 18, 1955.

*My dear Kuppu,*

I am in due receipt of your kind favour of the 15th instant, and I enjoyed reading your description of the Magic Lantern Entertainment in your local Middle School.



I am sure you will be interested in reading this account of the interesting Cinema show that I saw at the Roxy the other day. It was the most entertaining comic I have ever seen, entitled "*Ali Baba Goes to Town*". I witnessed it at the preliminary show in the morning.

An enterprising American thinks of writing a sequel to the story of Ali Baba, and thinks so furiously that he goes into a long dream. He has come down to Bagdad. In the streets he is surrounded by the crowds and mistaken for a spy. He is arrested and, in spite of his protestation that he is the son of the old Ali Baba of their *Arabian Nights* and brought up in U. S. A., he is taken before the Caliph.

Of course, to the Caliph, who has heard something about Europe and America, he tells that he is an American come out to see his wonderful country, having heard so much of his benign rule. The Caliph puts him many questions about the government of his country and the contentment of the people there. When he is told that the people are happy because they rob the rich by levying heavy taxes and provide themselves with all conveniences, and the rich get back their money by huge profits in trade and industries, he is much interested and he complains about the extreme poverty of his own people and their discontent in spite of all he has done for them.

The fertile brain of the confident and ready American suggests several novel ways of meeting the difficulties (all expressed in funny language which I cannot reproduce here). In the end our American gets himself appointed as the Grand Vizier to carry out his scheme of improvement. As Prime Minister, he makes the Caliph introduce various reforms with the result that, in the end, you find another New York in Baghdad — dances, balls, theatres, cinemas, taverns, and so on.

Our Ali Baba (Junior) cannot be satisfied unless the Government is made Republican. So, he induces the Caliph to declare the Government a Republic, assuring him that, since he will be elected President, he will retain all his usual power and pomp. The proclamation is made, but Ali Baba (Junior) gets the largest number of votes. The subsequent events—a riot—an arrest—the attempt to escape in a Magic Carpet—the pursuit, the final escape before the carpet is burnt away—return to New York into the arms of his beloved Maud—are all thrilling.



By my prosaic narration I have spoiled the fun and humour of the several situations created by the American which throw the audience into convulsions of laughter. Eddy Cantor has beaten Charlie Chaplin as a comedian, whose practical jokes are, to my tastes, rather coarse and vulgar — fit to delight only *children*.

O! You must come and see these things for yourself. It begins next week. So come quick.

*Ever Yours,*  
*N. Gopalaswami.*

*Sri R. Kuppuswami,*  
*38, West Madavalagam,*  
*Trivadi, TANJORE.*

## 725. A letter expressing preference for Outdoor Games

*7, Raja Street,*  
*COIMBATORE,*  
*September 20, 1955.*

*My dear Muruga,*

As a result of the transfer of my father to this place, we have come down here, and have chosen a fine bungalow in the extension.

I joined the Mission School here, as it is nearest our residence. This school has an extensive playground and several games are played there.

You know my interest in out-door games. Drill and gymnastics may enable one to put on muscle; but one must do them as tasks; and it is impossible to take any delight in doing them. It is not the case with games. It is a delight to play foot-ball, cricket, hockey or tennis. They give plenty of exercise to the body, while our social qualities are encouraged and our angularities get rubbed off.

I play all the games, though I like hockey most.

*Yours very sincerely,*  
*M. Lakshmanan.*

*Sri Murugesan,*  
*19, Usman Road,*  
*T. Nagar, MADRAS-17.*



## 726. To your sister about your first flight in an Aeroplane

23, Barracks Road,  
Adyar, MADRAS-20,  
December 20, 1955.

*My dear Sita,*

This letter will bring you a great surprise, for it describes my first flight in an aeroplane.

You have read in the Puranas about the *Pushpaka Vimana* which flew through the air carrying the Devas and Divine Heroes. We used to think that such aerial conveyances were simply the products of the poets' imagination, and that such vehicles were impossible. We have now aeroplanes actually flying through the upper regions: the Magic Carpet of the 'Arabian Nights' has indeed materialised in the 20th century.

On the 18th instant, I had actual experience of what you and I have sometimes dreamt of—flying through the air. In my dreams, I have been up in the air whenever I wished, without any vehicle, nay, without any effort. I have also once enjoyed what was like a flight in the air, as I was coming down from Ooty to Mettupalayam in my cycle. I was moving without any exertion on my part.

This time it was a real flight in the air, in an aeroplane. I went to Meenambakkam with father's permission—mother came to know of it after the event. I went to Meenambakkam, and paid my fare of Rs. 10 for the joy ride. In fifteen minutes, I was in my seat behind the pilot. I was, as it were, in a cage with glass windows. The pilot started the engine—when the noise was deafening. The plane began to move; it moved on the wheels for a furlong on the ground.

When it had developed a speed of more than forty miles an hour, it rose up in the air. I did not notice this first, till I saw the ground going down below me, as it were. As the plane went higher, I felt an exhilaration of spirits, and I thought I might thus be journeying to the Moon to enjoy the eternal *moonshine* there!

We were now over Saidapet, Chetput, Central Station, High Court, now over Royapuram, now over the sea for a little while, and in ten minutes, we were back at Meenambakkam, with the wheels rolling on the ground.

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SMALL SHOWERS LAST LONG BUT SUDDEN STORMS ARE SHORT



There was father there, and mother too, to receive me and congratulate me on my successful trip through the air.

*Yours affectionately,*  
*R. Narayanan.*

*Mrs. Sita Ramamurthi,*  
*c/o Sri R. Ramamurthi,*  
*Inspector of Police,*  
*TRICHINOPOLY.*

### 727. A letter to a friend describing a Holiday Trip yet to be made

*Keeranur,*  
*KUTTALAM P.O.,*  
*September 4, 1955.*

*My dear Viswam,*

I do not know why you have not yet replied to my letters. Probably, you are busy with your preparation for the quarterly examination. What do you propose to do during the Michaelmas Holidays?

Can you spare a week to accompany me in my tour to the Gingee ruins? The fort at Gingee, the splendour of the brave Raja Jayasingh, is worth seeing. Thanks to the kindness of the British authorities, the remains are still preserved; and let us lose no time in paying a visit to these historic places. Once, as you well know, the authorities contemplated demolishing the whole fort and its surroundings; but fortunately that was not done.

I propose to board the Boat Mail at 4-10 p.m. at Kuttalam. The train reaches Tindivanam at about 4-30 a.m. From there, we can travel by bus and reach Gingee after an hour's drive. We can have our breakfast at Gingee.

We shall first see the fort at Rajagiri and make a detailed note of what we see. Then let us repair to Ranganathagiri and spend a few hours there. I am bringing with me a baby-box camera and I can take many snap-shots of the beautiful buildings, palaces and scenery.

I expect a reply from you by return of post.

*I am,*  
*Yours sincerely,*  
*S. Babu.*

*Sri V. Visvesan,*  
*20, Datta Lane, PORAYAR.*



**728. A letter to an English friend giving him a description of the life in your town or village**

80, Mettu Street,  
..... (S. INDIA),  
March 20, 1945.

*Dear Mr. Jones,*

I think it will be of interest to you to learn something of life in an Indian town. Therefore, I propose to give you in this letter a short account of the life in my town.

My town is inhabited by different classes of people, variously engaged. Many of the members of the educated classes are officials, while some of them serve under private persons as clerks, typists, and so on. These people busy themselves with their work in the day-time and come home only at dusk. Tired of their work, they retire to bed early at night. They have hardly any time for amusements or recreations.

A larger section of the people is engaged in trade. They are the merchants. They keep their shops open all day offering various commodities for sale.

Then there are the mechanics or artisans, such as goldsmiths, carpenters and blacksmiths. They get good wages for their labour. Instead of spending a part of their wages to meet their daily wants and putting by the remainder as savings for future use, they waste their money. Some are addicted to drink and thus they are always poor in spite of their decent earnings.

The rest belong to the depressed classes, inhabiting the insanitary slums of the town. They are the common labourers working hard in the field or in the street.

There are a High School and half a dozen Primary Schools with a common playground for all the schools. In these days there is a theatre in every town for cinema shows, and my town has one. There is a small river running a furlong off. Most people go there to bathe. In the hot months, it will be dry. Then we play on its sands.

I shall be glad to hear from you something of the life in an English village.

*Yours sincerely,  
S. Raghavan.*

*Daniel Jones, Esq.,  
10, Lombard Street,  
LONDON W.C.*



**729. A letter giving an account of a Brave Deed**

49, Bazaar Road, TRIVANDRUM,  
December 6, 1955.

*My dear Chellayya,*

In this letter of mine I cannot but describe to you an act of bravery performed opposite to my house two days back.

Ours is the busiest road you can imagine in all Trivandrum. You have any number of cars and buses, and carriages; and evening is the time when traffic is at its peak. On that evening a child in its play ran suddenly into the street; and a bus at full speed had come too near the child and, what was worse, the breaks did not act properly for some mysterious reason. The child would have been crushed to death but for a brave young man passing by, who, at the risk of his life dashed across and dragged the child off from the very jaws of death. All cried, 'Bravo! bravo!' and they wanted to honour him; but the young man was nowhere to be seen. He had slipped off.

*Yours sincerely,*  
*V. Hariharan.*

*Sri N. Chellayya,*  
*16, Car Street, CHIDAMBARAM.*

**730. To a friend advising him to take part in games**

25, North Masi Street, MADURA,  
July 10, 1955.

*My dear Deva,*

In my last letter I urged on you the importance of rest. In this, I propose to impress upon you the necessity for regular physical exercise.

You know the saying, 'A sound mind in a sound body.' A weak body cannot support a strong mind: and you do not possess a strong constitution. I would, therefore, strongly advise you to take part in some game, say, Badminton. This game is particularly easy to learn, and absolutely without risks. When your physique is improved, you may play Tennis, the gentlemen's game.

I expect a line in reply to show that my words have not fallen on deaf ears.

*Ever yours,*  
*R. Singaram.*

*Sri V. Devarajan,*  
*12, West Tank Square,*  
*Nungambakkam, MADRAS-6.*



731. To a dancer or film star asking for an item in a variety show your school is organizing in aid of some charity. Say something about the charity and about the rest of the programme

THE TAGORE HIGH SCHOOL

180, Thambu Chetty Street,  
MADRAS-1,

23rd March, 1954.

Dear Sir,

I take the liberty of writing this letter to you, as I know you are a warm supporter of all good causes. Our school is organizing a variety entertainment which is to come off in the third week of April, in aid of 'The School Free Mid-day Meal Fund'.

Perhaps you may know that our pupils come largely from the poorer classes. About a third of them go without a mid-day meal. This is very harmful to young, growing children. So a small fund has been started, mainly out of donations from some influential people. Our aim, at present, is to add to this fund so that all the poor children of this school may have a free mid-day meal.

The variety entertainment will consist of about half a dozen items, the first of which will be a farce by our school pupils. Some three or four specimens of your classical dance will be the second and the main item. This will be followed by some songs and feats of magic.

If you agree to help us in this good cause, we are sure to add substantially to our fund, after meeting all essential expenses. May I, on behalf of a thousand young children eager to see your famous dances, expect a favourable reply at your earliest convenience?

*Yours truly,*

.....

*School Leader.*

Sri K. Gopinath,  
Kalakshetra,  
Adyar, MADRAS-20.

**732. To a neighbour whose mother is ill and who has written to ask you to play your radio quietly**

43, Boag Road,  
T. Nagar, MADRAS-17,  
23rd March, 1954.

*Dear Mr. Venkataraman,*

I am sorry I have been a bit of a nuisance to you, but then I didn't know of your mother's illness. It is a fact that in our first enthusiasm for the new radio set purchased by us, we played it too long and too loud.

I can well understand the inconvenience caused to you, and can only ask you to excuse me. We don't wish to trouble anybody, least of all, a good, old lady like your mother who has been, all along, a mother to us too. Kindly let me know how she is progressing and what else I can do to be helpful to you and to her — please don't hesitate to tell me.

I have given strict instructions to every one in my house not to play the radio after 8 p.m. and then, when they switch it on, to do so just so as to be heard within the house.

*Yours sincerely,*  
*T. Murugan.*

*Sri R. Venkataraman, B.E.,*  
*44, Boag Road,*  
*T. Nagar, MADRAS-17.*

**733. To a pen-friend in England telling him (or her) about Vanamahotsava. Say why we keep it and what you did at the Vanamahotsava at your school**

19, Chitrai Street,  
MATHURAI,  
March 15, 1955.

*My dear William,*

A pen-friend like you is really an asset to me. How interesting your letters are! You want me to write to you about our 'Vanamahotsava' of which you have read a little in the papers. Well, here, you have it.



Our country has always been worshipping her forests. Worshipping?—You ask. Well, why not? We attach so much importance to forests. Don't they give us timber, rubber, oils, charcoal, honey, wax, shellac and a hundred things besides? Moreover, without forests we cannot have proper rainfall. So what is strange in our worshipping forests?

Lately, especially because of war, many of our forests were cut down and cleared. That may be the main reason why we had no seasonal rainfall for some years. Imagine it, we came very near famine conditions. The then Food Minister, Sri K. M. Munshi, inaugurated this 'Mahotsava', asking every one to plant useful trees at suitable places, along roads or in gardens. The idea is that such trees, when they grow up, may supply a good part of what the forests, do and may actively help seasonal rainfall. We have been celebrating this 'Mahotsava' ever since.

On the appointed day, at 7 a.m. each class in our school stood ready, arranged in squads. When the citizenship teacher blew his whistle, the squads of each class marched in order to the spot selected. It was arranged that each squad should plant a tree and protect it. The squad first sang a song of prayer and then the squad leader began to dig the ground with his spade. The squad members helped in turn; and when the pit was ready, our class teacher planted a small tamarind tree or sapling. Filling the pit, watering it and putting up an enclosure with bamboo sticks—all these were done very enthusiastically by the members of the squad. We then marched back to the quadrangle of our school and our Headmaster addressed us on the importance of forest as an item of national wealth. After singing *Jana Gana Mana*, we dispersed. This was how we celebrated the 'Vana-mahotsava'.

Do write to me of any recent function in your school, which you consider important and interesting.

*Yours sincerely,*  
*R. Janardanam.*

*Mr. P. F. William,*  
*23, Elm Tree Road,*  
*LONDON, W-2.*



**734. To a gentleman who has just returned from a visit to Japan, inviting him to come and speak to your Literary Association. Say why you are interested in Japan**

THE PUPILS' LITERARY ASSOCIATION  
(Senior Branch)  
GANGADHARAM CHETTY HIGH SCHOOL  
Saidapet, MADRAS-15

March 15, 1955.

Dear Sir,

The members of our Literary Association are eager to hear of your experiences in Japan, from which great country you have just now returned. They have been urging me to invite you to come and speak in our Association from the very day of your arrival; but I thought it less than fair to grudge you even a week's rest.

Perhaps a few words about our Association may be quite in place. All the pupils from Form II to Form VI are members of the Association, which works in two branches, the Junior and the Senior. The Senior Branch consists of the pupils in Forms IV to VI. The work of the Junior Branch is naturally conducted in Tamil, while the Senior Branch has meetings in Tamil and in English in alternate weeks. The Senior Branch is itself 350 strong. You are welcome to speak to us in English,

Japan is a country, we know, which has had a stirring history. A few years ago she defeated the mighty Russia. In recent years, she conquered a good part of China. In the second world war, she suffered terribly, mainly because of the Atom Bomb, but we hear she has made a remarkable recovery. We should like to hear of the lovable Japs, their wonderful cottage industries, their industrial progress and of the Jap method of rice cultivation. We are eagerly waiting to hear you speak of these and other interesting features of Japan.

Any day in the evening, next week, will suit us and you may yourself fix the date and time — so our Headmaster, who is the President of the Association, tells me. I shall be highly obliged to you for a line in reply.

Yours truly,

.....

Secretary.



## 24. POSTAL HINTS



### **A Flood of LETTERS**

If you post your letters at the last minute, it will mean a flood of letters in the Sorting Offices in the evening and cause congestion.

But if you post your letters early in the day and in convenient batches, you will avoid this last-minute congestion and benefit by expeditious delivery.

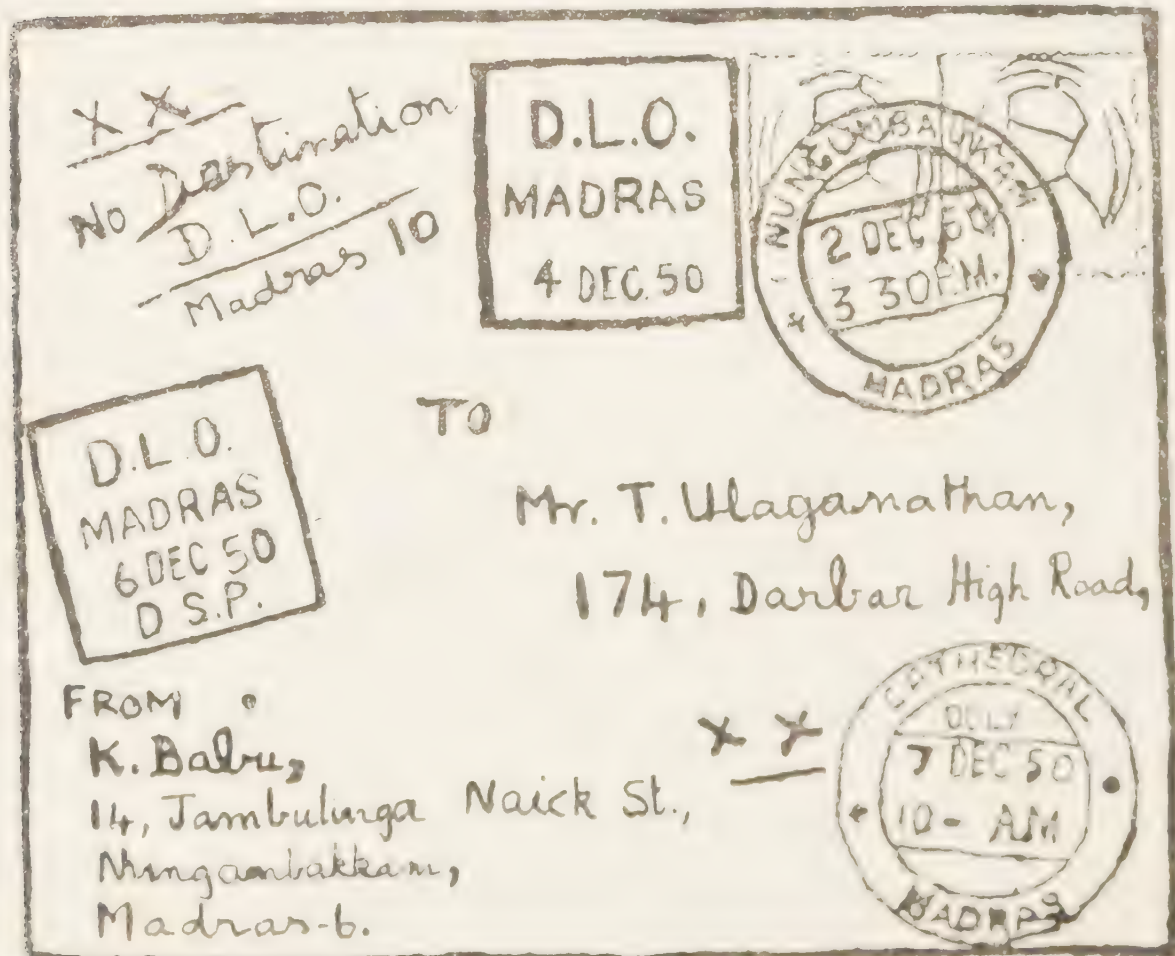
**POST YOUR LETTERS**

**EARLY IN THE DAY**

**Help the post offices to help you**



INCOMPLETE ADDRESS



DESTINATION NOT MARKED



A087081

A087081

NOT NEGOTIABLE THE SENDER MUST FILL IN THE PAYEE'S NAME BEFORE PARTING WITH THE ORDER

COUNTERFOIL

To be detached and kept by the Sender.

The Director General of Posts & Telegraphs does not undertake to consider any application respecting an Order which has miscarried, or has been lost or destroyed, unless the Counterfoil is produced.

POSTAL

83H.

As.8

ORDER

To whom payable

The Little

Flower Co.

At what office.

Madras.

Whether Crossed... yes

Date Sent 5-2-1952

INDIAN POSTAL ORDER

To The Director General of Post and Telegraphs

Pay to The Little Flower Co.

THE SUM OF

Eighty Three Annas

at the

Post Office

பெரிய பூக்கள் நல்லது  
பெரிய பூக்கள் நல்லது  
பெரிய பூக்கள் நல்லது

POSTAGE STAMPS not exceeding two in number or Seven annas in total value may be affixed here to make up a broken amount (excluding a fraction of an anna).

FOR REGULATIONS- SEE BACK

Within....

Six Calendar Months from the last day of the month of Issuance

RECEIVED the sum due

PAYEE'S SIGNATURE

POST OFFICE STAMP WITH DATE CANCELLING THIS ORDER

POSTAGE STAMP WITH DATE

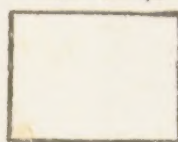
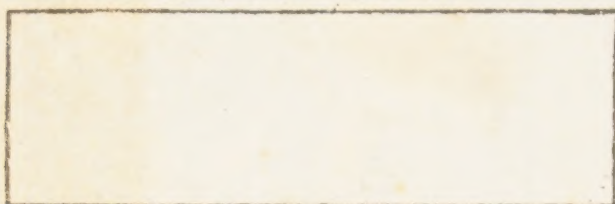
The portion shown as A. i.e., the counterfoil is to be cut out and kept by the sender, whereas B is to be sent to the payee. Write the name of the payee in 1 the post-office at which the payee should get the amount in 2 and the date on which the order is sent to the payee in 3 The order may be crossed by the sender as shown in 4 of B and if it is so crossed, the sender should write "YES" in 5 of A. After receiving the money due, the payee should sign in 6. Postage Stamps may be affixed in the place shown as 7 according to certain limitations mentioned therein.



## SPECIMEN OF AN M.O. FORM - (FRONT PAGE)

Oblong M. O. stamp on issue.

Month-stamp.



A O. stamp

No.

Date

Issued for Rs. (in words)

Amount (in figures)

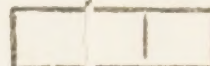
Rs.

As.



M. O. Clerk,

Issuing Postmaster.



All the entries below to be filled up by the remitter.

Additional fee for advising a money order by air in India is 1 anna and to Ceylon or Burma it is 1½ annas. Stamps of these values are to be affixed by the remitter in the adjoining space if advice by air, mail is desired.

If the money order is to be advised by Telegram or by Air, write across the form "By Telegram, Express" (or ordinary) or "By Air Mail" as the case may be.

Amount  
(in Words)

① Rupees Thirty Three and annas nine only

Name and  
address of  
the payee  
(in full)

② The Little Flower Co.,  
"Bhurangam Buildings,"  
③ 8, Ranganatham Road,  
T. Nagar, Madras-17.

④ Date 7-3-1952

⑤ N. Vasant Rao.  
Signature of remitter.

(ACKNOWLEDGMENT INDIAN POSTS AND TELEGRAPHS DEPARTMENT.)

② Name of payee The Little Flower Co

① Amt. of order (in figures) Rs. 33 As. 9

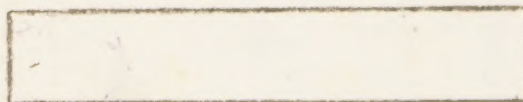
① (In Words) Rupees thirty three and as. nine only

Name and address  
of the remitter  
(in full)

③ N. Vasant Rao,  
④ 14, All-Joy Road  
⑤ Basantpur (Saran)

⑥ Date of remittance: 7-3-1952

Name-stamp of the office of issue.



COUPON. The remitter may write here any communication to the payee, and his name and address overleaf.

Rs. 33 As. 9

①

Dear Sirs,

This is sent in Full Settlement  
of account

I am,  
Yours faithfully,  
N. Vasant Rao.

⑦ Date of remittance: 7-3-1952

⑤

Write the amount of order in words in the two places marked as ①, in figures in 1a, the name of the payee in ②, the payee's address in ③, the date of remittance in ④, the name of the remitter in 5a and the remitters address in ⑤. The remitter should sign in the two places marked as ⑤. In addition to all these, the remitter is advised to indicate the date of remittance in the two places marked as D, even though it is not asked in the M. O. form.



End of  
30568

ROJA MUTHIAH  
ARTIST  
KOTTAIYUR P. O.  
RAMNAD DIST.

# THE LIFCO'S GOOD ENGLISH

— HOW TO MASTER IT —

CONTAINING VERY USEFUL & PRACTICAL TIPS FOR  
EXPRESSING YOURSELF CORRECTLY IN ENGLISH

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2. Check up your sentences
3. Types of sentences
4. Express yourself precisely
5. Constructing a sentence
6. The paragraph
7. Expressing ideas effectively
8. Mind these stops
9. The Dictionary habit
10. Common errors
11. Hints on usage
12. Idioms
13. The why and how of reading
14. Sharpening your memory
15. Answers to exercises

---

THE LITTLE FLOWER CO.,  
8, Ranganathan Road, MADRAS-17.

---

*LIFCO'S Agents in the City:*  
**Messrs. M. DAMODARAM & CO.,**  
APPAH BLDGS., 9-286, ESPLANADE, G.T., MADRAS-1.